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TP 15136E

VOLUNTARY STANDARD FOR RECREATIONAL BOATING SCHOOLS

FIRST EDITION
05/2011



Canada

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1 Introduction

- 1.1 Transport Canada Marine Safety recognizes the safety benefits resulting from the training of recreational boaters by recreational boating schools.
- 1.2 This Standard contains minimum technical and operational requirements for powered and/or sailing vessels used in the on-the-water training of recreational boaters that is carried out by recreational boating schools.
- 1.3 Recreational boating schools that meet the requirements of this Standard may have their vessels treated as pleasure craft when engaged in training.

2 Short Title

- 2.1 This Standard may be cited as the *Voluntary Standard for Recreational Boating Schools*, TP 15136.

3 Interpretation

- 3.1 In this Standard:
 - “Act” means the *CANADA SHIPPING ACT, 2001*;
 - “Marine Safety” means Transport Canada Marine Safety;
 - “Lifejacket” means an approved lifejacket or personal flotation device (PFD);
 - “Recreational boating school” (school) means a school that provides on-the-water training to recreational boaters and meets all criteria as described in the *Voluntary Standard for Recreational Boating Schools* TP 15136; and
 - “Marine Certification” means a certificate of competency, training certificate or other equivalency under the *Marine Personnel Regulations* (or *Marine Certification Regulations*).

4 Application

- 4.1 This Standard may be applied to powered and/or sailing vessels used by a school when engaged in training.

5 Regulatory Requirements

- 5.1 Except as set out in Marine Safety’s policy entitled *Vessels Utilized by Recreational Boating Schools* and in this Standard, vessels used for training purposes shall comply with the provisions of any relevant regulations or standards, under the *Canada Shipping Act, 2001*.

6 Criteria schools must meet to comply with the Standard

Recreational boating schools that meet the requirements and report to Transport Canada (using Annex II) may have their vessels treated as pleasure craft when engaged in training.

6.1 Safety Equipment Requirements

6.1.1 Annex I to this Standard lists the safety equipment to be carried on board vessels used for training, and includes equipment required by the *Small Vessel Regulations, Part 2*. These equipment requirements, as well as the operational requirements as set out in this Standard, are considered to be equivalent to the requirements in the *Small Vessel Regulations, Part 4*.

6.2 Training Standard

6.2.1 A written training syllabus must be developed for each course. The syllabus and/or lesson plans must be readily available and in use when training is taking place. Examination or evaluation methods must be included in the syllabus.

6.2.2 Instructors shall hold marine certification valid for the vessel or marine/boating instructor qualifications appropriate for the training.

6.2.3 Instructors shall hold as a minimum, a standard first aid certificate as defined in section 16.1 of the *Canada Occupational Health and Safety Regulations*.

6.2.4 During a training course, only students, instructors, crew, and agents of Transport Canada may be on board the vessel.

6.2.5 The course level must be appropriate for the intended voyage.

6.2.6 Course certificates must be issued by the school to all successful candidates following the training.

6.3 Student Standard

6.3.1 Every school must set a student standard. As a minimum, the following information should be included and communicated to the student:

- Intent and nature of the training
 - General statement about the overall nature and intent of the training to be delivered for each course level
 - Learning progression for students

- Age restrictions
 - Age restrictions applicable to each course level
- Health requirements
 - Health requirements applicable to each course level
- Required training or prerequisites
 - Experience, training and course prerequisites that a student must have successfully completed prior to beginning the course
 - Any annual or ongoing periodic requirements that a student must fulfill to continue to be certified at the specific training level
- Duration and format of course
 - Minimum duration and format of the course including course outline
 - Environmental conditions (e.g. wind speeds, sea state, time of day, visibility, etc.) under which the student is expected to demonstrate skills
 - Preferred and/or required characteristics of the vessels or training environment that the student will be training in
- Evaluation criteria and pass mark
 - Statements of the specific knowledge and skills that a student must demonstrate
 - Evaluation criteria to judge if a student has successfully achieved the learning objectives and demonstrated the expected level of skill
 - Method of evaluating the student's knowledge and skills
 - Passing grade of course

6.4 Instructor Standard

6.4.1 Every school must have an instructor standard in place. As a minimum, the following information should be included:

- Age restrictions
 - Age restrictions applicable to the level of instructor
- Health requirements
 - Health requirements applicable to the level of instructor
- Required training or prerequisites
 - Experience that an applicant must have to apply to be an instructor

- Prerequisite training and/or certifications that must be completed before an instructor training session or in a set period afterwards
 - Duration and format of the certification process
 - Statements of the specific knowledge and skills that an instructor must demonstrate
 - Evaluation criteria to judge if an instructor has the required knowledge and skills
 - Expected performance level required of an instructor
 - Any annual or ongoing periodic requirements that an instructor must fulfill to continue to be authorized by the school to deliver training
- Relevant practical skills required to teach the course
 - Expected practical skill levels that an instructor must demonstrate with respect to the course material taught and the lesson planning and teaching methods used
 - Authorized activities
 - Activities instructors are authorized to carry out on behalf of the school

6.5 Operational Requirements

6.5.1 Before departure on any training session, the instructor shall ensure that all persons on board receive a safety orientation briefing that includes:

- Familiarization with the vessel arrangements;
- Briefing on the known hazards of the waters to be travelled;
- General safety rules of the vessel;
- Warning that conditions may not be suitable for children or persons with pre-existing health conditions (e.g. pregnancy, heart condition, etc.);
- Instructions on how to wear lifejackets and when they must be worn;
- Location of the through-hull fittings on the boat and demonstration of their operation;
- Location and operation of safety equipment carried on board (e.g. life saving, firefighting, etc.); and
- Information on emergency procedures including medical treatment of personal injuries, recovery of person overboard (POB), firefighting and launching of lifesaving equipment.

6.5.2 Every person shall wear a lifejacket at all times while underway unless below deck on a closed-construction vessel.

- 6.5.3 There shall be no consumption of alcoholic beverages at any time when recreational boating training is being delivered.
- 6.5.4 Vessels used by schools shall carry no more than 12 students at one time. The total complement must never exceed the vessel's capacity.
- 6.5.5 Records of all training shall be maintained by the school. These records shall be available for audit by Marine Safety for a period of three years and shall include:
- Names of course instructors;
 - Names of students;
 - Courses provided, including date and location;
 - Record of the safety orientation briefings; and
 - Training certificates issued.
- 6.5.6 Each school must have a system in place for client service and must have process for dealing with client complaints.

6.6 Emergency Contingency Plans

- 6.6.1 Contingency plans are to be in place to deal with the following potential emergencies that might arise during training:
- Adverse weather conditions beyond the scope of the course;
 - Electrical, electronic or communication equipment failure;
 - Engine, drive or steering failure;
 - Fire;
 - Grounding, flooding or collision;
 - Hull, equipment, sails and rigging damage or failure;
 - Damage control in the event of through-hull fitting failure;
 - Person overboard (POB);
 - Cold shock and hypothermia;
 - Medical emergency;
 - Re-fuelling, fuel spills and environmental response; and
 - Search and Rescue (SAR) and giving assistance to other vessels.

Acknowledgements

Transport Canada recognizes the contribution of the Canadian Power and Sail Squadrons (CPS), Canadian Yachting Association (CYA) and the International Sail and Power Association (ISPA) in support of recreational boating safety in Canada and for allowing their material to be used as the basis for this industry-wide standard for the training of recreational boaters.

Annex I Safety Equipment and Safety Procedures

Every vessel used for training by a school must carry on board the safety and navigation equipment required by the applicable Regulations for a pleasure craft of the same size. In addition, this Annex identifies additional safety equipment to be carried on board vessels used for training. This equipment list is based on common practices used by organizations currently delivering on-the-water training in Canada.

Notes

1. Items marked with a star (*) are required by Regulations in some cases.
2. Column description:
 - 1: Sailboats** basic cruising courses.
 - 2: Sailboats** intermediate cruising courses.
 - 3: Sailboats** advance cruising courses.
 - 4: Sailboats** offshore cruising courses.
 - 5: Powerboats** basic outboard and basic power courses.
 - 6: Powerboats** intermediate power courses.

Required Safety Equipment	1	2	3	4	5	6
Additional Vessel Equipment						
First Aid Kit and manual	√	√	√	√	√	√
Sharp/Rigging knife	√	√	√	√		√
Watertight Flashlight with spare bulb & batteries	√	√	√	√	√	√
*Radar reflector (see Ship Safety Bulletin 07/2008)	√	√	√	√	√	√
Smoke detector (if enclosed space)	√	√	√	√	√	√
Emergency food & water				√		
Basic tools & spare parts	√	√	√	√	√	√
Inflatable or Rigid dinghy		√	√			√
Emergency Equipment						
Emergency steering tiller	√	√	√	√		
Emergency steering device				√		
Means of reefing jib	√	√	√	√		
Person Overboard (POB) marker pole	√	√	√	√		
Mainsail reefing (minimum 2 reefs)	√	√	√	√		
Heavy weather jib				√		
Person Overboard Protection (lifelines and ladder)	√	√	√	√	√	√
EPIRB				√		
Inflatable Life raft				√		
Emergency Abandon ship bag				√		

Required Safety Equipment	1	2	3	4	5	6
Navigation Equipment						
Binoculars		√	√	√		√
Barometer		√	√	√		√
*Boat and/or handheld Compass	√	√	√	√	√	√
Depth sounder		√	√	√		√
*Charts (corrected up to date)	√	√	√	√	√	√
*List of lights, buoys & fog signals	√	√	√	√	√	√
*Vessel Logbook	√	√	√	√	√	√
*VHF radio	√	√	√	√	√	√
GPS (R = recommended)	R	R	√	√	R	√
Weather Fax <u>or</u> SSB modem / weather program or proven method of obtaining weather				√		
Radar				√		
Marine SSB Radio beyond VHF range				√		
Sextant (if Celestial Navigation)				√		
Nautical Almanac (if Celestial)				√		
Sight Reduction Tables (if Celestial)				√		
Personal Safety Equipment						
Safety harness (*overboard prevention and re-boarding device)		√	√	√		
Jack lines available on board		√	√			
Jack lines fitted				√		
*Whistle fitted on each lifejacket/PFD	√	√	√	√	√	√
*Strobe Light for lifejacket/PFD (at night)	√	√	√	√	√	√
Required Safety Procedures						
<p>In addition to the operational requirements in section 6.5 and the emergency contingency plans in section 6.6, every vessel used for training by a school must comply with the following requirements from the <i>Small Vessel Regulations (SVR), Part 4</i>:</p> <p>Passenger count - SVR section 402, regarding passenger count and reporting to shore.</p> <p>Cold water operation - SVR section 403, regarding operation in water temperatures less than 15°C.</p>						

Annex II Recreational Boating School Report

This report must be completed to show that the school complies with the Standard in order to have their vessels treated as pleasure craft when engaged in training. Schools must submit this report to Transport Canada on an annual basis.

PART A – Recreational Boating School Information

Name of School

Mailing Address

Website

Telephone

E-mail

Contact Person

Recreational boating organization membership (if any)

Attach a list of courses with schedule. Attach course syllabus if this is your first/initial report or if you have had course additions or changes.

Licence number(s) and description of vessel(s) to be used for training (planned)

Attach separate sheet if more room is needed

PART B – Standard Requirements			
Safety Equipment and Procedures		Yes	No
Equipment required by the <i>Small Vessel Regulations</i> and Annex I of this Standard is on board, in good working condition and properly stowed			
Procedures are in place to comply with the <i>Small Vessel Regulations</i> sections 402 and 403 concerning passenger counts and cold water operation			
Training Standard		Yes	No
Written training syllabus and/or lesson plans have been developed			
Syllabus is available and in use when training is taking place			
Examination or evaluation process for students is included in the syllabus			
Instructors hold marine certification appropriate for the vessel and/or course			
Instructors hold a standard first aid certificate as a minimum			
Persons on board during training are restricted to students, instructors, crew and agents of Transport Canada			
Course level is appropriate for the intended voyage			
Course certificates are issued to students upon successful completion			
Student and Instructor Standards		Yes	No
Student standard in place that includes: - Intent and nature of training - Age restrictions - Health requirements - Required training or prerequisites - Duration and format of course - Evaluation criteria and pass mark			
Instructor standard in place that includes: - Age restrictions - Health requirements - Required training or prerequisites - Relevant practical skills required to teach the course - Authorized activities			
Operational Requirements		Yes	No
Pre-departure safety orientation briefings are given and include the following: - Vessel arrangements - Local hazards in the waterways travelled - General safety rules of the vessel			

<ul style="list-style-type: none"> - Conditions may not be suitable for children or persons health conditions - How and when to wear lifejackets - Location and demonstration of through-hull fittings - Location and operation of safety equipment carried on board - Emergency procedures (injuries, POB, firefighting, lifesaving equipment) 		
Lifejackets are worn while underway (unless below deck)		
No consumption of alcohol while training is being delivered		
No more than 12 students on board the vessel		
Records of all training activities are maintained including: <ul style="list-style-type: none"> - Names of course instructors and students - Courses provided - Record of pre-departure safety orientation briefings - Training certificates issued 		
Client service system with processes for dealing with client complaints		
Emergency Contingency Plans	Yes	No
Contingency plans are in place to deal with emergencies such as: <ul style="list-style-type: none"> - Adverse weather conditions beyond the scope of the course - Electrical, electronic or communication equipment failure - Engine, drive or steering failure - Fire - Grounding, flooding or collision - Hull, equipment, sails and rigging damage or failure - Damage control in the event of through-hull fitting failure - Person overboard (POB) - Cold shock and hypothermia - Medical emergency - Re-fuelling, fuel spills and environmental response - Search and Rescue (SAR) and giving assistance to other vessels 		

Signature

By signing below, the representative of the recreational boating school confirms that the school satisfies the requirements of the *Voluntary Standard for Recreational Boating Schools* TP 15136 (the Standard).

Signature _____

Name _____

School _____

Date (dd-mm-yyyy) _____