STANDARD FOR
RECREATIONAL BOATING
SCHOOLS

FIRST EDITION
07/2014
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<tr>
<th>Responsible Authority</th>
<th>Approval</th>
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<tbody>
<tr>
<td>The Executive Director, Domestic Vessel Regulatory Oversight and Boating Safety, is responsible for this document, including any change, correction, or update.</td>
<td>“Original signed by Julie Gascon”</td>
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</tbody>
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| | Julie Gascon  
Executive Director, Domestic Vessel Regulatory Oversight and Boating Safety  
Marine Safety and Security  

**Date signed:** July 2, 2014 |

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TP 15136E  
(07/2014)
**DOCUMENT INFORMATION**

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**REVISIONS**

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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.
1 Interpretation

In this Standard:

1.1 “Authorized Representative (AR)” means the person described in section 14 of the Canada Shipping Act, 2001;

1.2 “Lifejacket” means a lifejacket as defined in the Small Vessel Regulations (SVR) or alternatives as defined in the Ship Safety Bulletin 02/2011;

1.3 “Marine Certification” means a certificate of competency, training certificate or other equivalency under the Marine Personnel Regulations (MPR);

1.4 “Marine Safety and Security” means Transport Canada, Marine Safety and Security;

1.5 “Recreational boating school” (RBS) means an individual or organization that delivers on-the-water training in the safe use of recreational vessels propelled by power and/or sail.

1.6 “Recreational Boating School vessels” (RBS vessels) means powered and/or sailing vessels operated by an RBS for the purpose of on-the-water training of recreational boaters. RBS vessels does not include a vessel (pleasure craft) owned by an individual who hires an instructor for the purpose of on-the-water training in the safe use of their own vessel. As well, it does not include a school where students are in a vessel and the instructor is in a different vessel without a student (e.g. summer sailing schools). Note: In this case, the instructor vessel is considered a non-pleasure vessel and shall comply with the applicable non-pleasure vessel requirements under the Canada Shipping Act, 2001 and regulations pursuant to the Act, and the student vessels are pleasure craft.
2 **Introduction**

2.1 This Standard contains minimum technical and operational requirements for powered and/or sailing vessels operated by an RBS for the purpose of on-the-water training of recreational boaters.

2.2 Marine Safety and Security recognizes the safety benefits that result from the training of recreational boaters by RBS.

2.3 RBS vessels are not pleasure craft. RBS vessels are used as part of a business activity and therefore do not fall under the *Canada Shipping Act, 2001* (CSA 2001) definition of a “pleasure craft.”

2.4 Accordingly the AR of these vessels must meet his or her obligations under Part 4 of the CSA 2001. In particular the AR must meet the requirements of subsection 106(1), with the exception of the exemptions outlined in this Standard, and the masters/instructors on such vessels have a duty of care toward the students on board as set out in sections 109 and 110 of the CSA 2001.
Application

3.1 This Standard applies in respect of powered and/or sailing vessels operated by an RBS for the purpose of on-the-water training of recreational boaters that

i. are not more than 15 metres;

ii. carry not more than 12 students; and

iii. are engaged on a Sheltered Waters Voyage or a Near Coastal Voyage, Class 2 as defined in the Vessel Certificates Regulations, or a Limited, Contiguous Waters Voyage, as defined in the Marine Personnel Regulations.

3.2 Section 4.4 applies to vessels described in 3.1 that are not more than 15 tons, gross tonnage (GT).

3.3 Section 4.5 applies to vessels described in 3.1 that are more than 15 GT.

Section 1 of the Vessel Certificates Regulations:
“sheltered waters voyage” means a voyage
(a) that is in Canada on a lake, or a river above tidal waters, where a vessel can never be further than one nautical mile from the closest shore;
(b) that is on the waters listed in column 1 of an item of Schedule 1 during the period specified in column 2 of that item; or
(c) that is made by a ferry between two or more points listed in column 1 of an item of Schedule 2 during the period specified in column 2 of that item.

Section 1 of the Vessel Certificates Regulations:
“near coastal voyage, Class 2” means a voyage
(a) that is not a sheltered waters voyage; and
(b) during which the vessel engaged on the voyage is always
   (i) within 25 nautical miles from shore in waters contiguous to Canada, the United States (except Hawaii) or Saint Pierre and Miquelon, and
   (ii) within 100 nautical miles from a place of refuge.

Section 1 of the Marine Personnel Regulations:
“limited, contiguous waters voyage” means a near coastal voyage, Class 1 limited to the waters contiguous to Canada, the United States (except Hawaii) and Saint Pierre and Miquelon.
4 Eligibility Requirements

4.1 Except as specified in this Part, RBS vessels must comply with the provisions of all relevant regulations under the CSA 2001.

4.2 To be eligible for the exemptions specified in this Part, an RBS must:
   i. Meet the requirements of this Standard, including Annex I, Equipment and Safety Procedures and
   ii. Enrol in the Small Vessel Compliance Program (SVCP) by completing Annex II of this Standard, the Recreational Boating School Report, and submitting the report to its local Transport Canada Centre.

4.3 Enrolment in the SVCP is confirmed when the RBS receives a Letter of Participation in the Small Vessel Compliance Program – Recreational Boating Schools. Should any issues be identified by Marine Safety and Security during the enrolment process, these issues must be corrected to the satisfaction of Marine Safety and Security before the RBS will be eligible for the exemptions specified in Part 4 of this Standard.

4.4 Vessels not more than 15 tons, gross tonnage (GT) and not more than 15 metres in length: If an RBS meets the requirements of this Standard then the vessels operated by that RBS for the purpose of on-the-water training of recreational boaters are exempted from:
   i. The requirements set out in Part 4 of the Small Vessel Regulations (SVR), except sections 402 and 403;
   ii. The requirements for construction of a vessel other than a pleasure craft set out in sections 706-708 of the SVR;
   iii. The requirement to ensure the vessel is fitted with a compliance notice for a vessel other than a pleasure craft set out in sections 805 and 806 of the SVR; and
   iv. The requirement to be registered as non-pleasure vessels under the CSA 2001 and the Vessel Registration and Tonnage Regulations, if they are registered or licensed as pleasure craft.

4.5 Vessels more than 15 GT and not more than 15 metres in length: If an RBS meets the requirements of this Standard then the vessels operated by that RBS for the purpose of on-the-water training of recreational boaters are
exempted from:

i. The safety equipment carriage requirements of the Life Saving Equipment Regulations and the Fire Detection and Extinguishing Equipment Regulations;

ii. The requirements of the Fire and Boat Drills Regulations;

iii. The requirements for construction set out in the Hull Construction Regulations and the Marine Machinery Regulations;

iv. The requirements for inspection set out in the Hull Inspection Regulations and set out in sections 12 and 13 of the Crew Accommodation Regulations;

v. The requirement to hold a Canadian vessel inspection certificate under section 10 of the Vessel Certificates Regulations;

vi. The requirement to be registered as non-pleasure craft under the CSA 2001 and the Vessel Registration and Tonnage Regulations if they are registered or licensed as pleasure craft.

4.6 In addition, if an RBS meets the requirements of this Standard, the crew of the vessels operated by that RBS for the purpose of training recreational boaters is not required to meet the personnel certification requirements of section 212 of the Marine Personnel Regulations (MPR) as they apply to non-pleasure craft.

4.7 If an RBS fails to meet the requirements of this Standard, Marine Safety and Security will proceed under the understanding that vessels operated by that RBS for the purpose of on-the-water training of recreational boaters will meet all the requirements of the CSA 2001 and its regulations as they apply to passenger-carrying vessels or passenger vessels.

4.8 RBS vessels are not pleasure craft. As a non-pleasure craft, all reportable marine accidents and incidents, as defined in the Transportation Safety Board Regulations, must be reported to the Transportation Safety Board of Canada (TSB). Instructions on how to report to the TSB can be found at http://www.tsb.gc.ca/eng/incidents-occurrence/marine/index.asp.

5 Safety Equipment and Construction Requirements

5.1 Annex I to this Standard lists the mandatory safety equipment for RBS vessels and includes equipment required by Part 2 of the SVR plus some
safety equipment appropriate for the training activities being carried out. These equipment requirements, in addition to the operational requirements set out in this Standard, are considered to provide an equivalent level of safety to the equipment requirements set out in Part 4 of the SVR.

5.2 Note that, notwithstanding the exemptions set out in Part 4 of this Standard, every RBS vessel must comply with the following requirements from Part 4 of the SVR:

i. **Passenger count** - section 402 of the SVR, regarding passenger count and reporting to shore.

   **Section 402 of the Small Vessel Regulations:**
   402. (1) The operator of a passenger-carrying vessel shall, before departure, report the number of persons on board to a person on shore who has been designated by the operator to be responsible for communicating with search and rescue authorities in case of an emergency.

   (2) If the passenger-carrying vessel is operated in a remote area and it is not possible to report the number of persons on board to a person on shore, the operator of the vessel shall leave the information respecting each voyage in a location on shore that is known and readily available to search and rescue authorities.

   (3) If the passenger-carrying vessel is operated from a support vessel, or if it is used to transfer persons from another vessel to shore, the operator of the passenger-carrying vessel may designate a person on board the support vessel or the other vessel to be responsible for communicating with search and rescue authorities in case of an emergency.

ii. **Cold water operation** - section 403 of the SVR, regarding operation in water temperatures less than 15°C.

   **Section 403 of the Small Vessel Regulations:**
   403. If the water temperature is less than 15°C, a person who operates or permits another person to operate a passenger-carrying vessel that does not carry on board a life raft shall ensure that equipment is carried on board the vessel or that procedures are established to protect all persons on board from the effects of hypothermia or cold shock resulting from swamping, capsizing or falling overboard.

5.3 RBS vessels must comply with all the applicable construction requirements of Part 7 of the SVR as they apply to a pleasure craft plus any requirements set out in this Standard. These requirements are considered to provide an equivalent level of safety to the construction requirements set out in Part 7 of the SVR for a vessel other than a pleasure craft.
5.4 Vessel Capacity and Design Limitations

i. All vessels must be operated within the maximum weight capacity, number of persons, engine power for outboard engine and operating conditions determined by their manufacturer.

ii. Vessels of not more than 6 metres fitted with a Canadian Compliance Notice must be operated according to the maximum safe recommended limits stated on their Canadian Compliance Notice.

iii. Vessels assessed to the ISO standards 12217 must be operated according to their maximum capacity and assigned Design Category (e.g. A, B, C or D).

iv. Vessels for which no maximum weight capacity, number of persons, engine power for outboard engine and operating conditions have been determined by their manufacturer must be assessed to determine these limits using suitable recommended practices and standards.

6 Training Standard

6.1 The RBS must develop a written training syllabus and/or lesson plan for each course offered by the RBS. The syllabus and/or lesson plans must be readily available and in use during training.

6.2 As a minimum, the following information must be included in the RBS’ training syllabus and/or lesson plan for each course offered by the RBS:

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

ii. 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 requirements a student must fulfil to continue to be certified at the specific training level
iii. Duration and format of course

- Minimum duration and format of the course including a 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 and training environment in which the student will be training

iv. Examination or evaluation criteria and pass mark

- Statements of the specific knowledge and skills that a student must demonstrate
- Evaluation criteria to determine 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 the course or other method of identifying whether or not the student has passed the course level

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

6.4 Course completion certificates must be issued to all successful candidates following the training.

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

7 Student Standard

7.1 The RBS must develop and maintain a student standard or adopt a student standard established by a national or international recreational boating association.

7.2 The RBS’ student standard must contain a description of the expected level of physical activity associated with each course level.

7.3 The RBS’ student standard, as well as the training standard set out in Part 6 of this Standard, must be communicated to the student.
8 Instructor Standard

8.1 The RBS must develop and maintain an instructor standard or adopt an instructor standard established by a national or international recreational boating association.

8.2 As a minimum, the following information must be included in the RBS’ instructor standard:

i. A description of the expected level of physical activity associated with each course level.

ii. Required training or prerequisites
   - Experience that an individual must have to apply to be an instructor
   - Prerequisite training and/or certifications that must be completed within a specified time period
   - Duration and format of the certification process
   - Statements of the specific knowledge and skills that an instructor must demonstrate
   - Evaluation criteria to determine 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 fulfil to continue to be authorized by the school to deliver training

iii. Relevant practical skills required to teach the course
   - Expected practical skill levels that an instructor must demonstrate with respect to the course material, lesson planning and teaching methods

iv. Authorized activities
   - Activities instructors are authorized to carry out on behalf of the RBS
v. Instructors must hold at least one of either a marine certification appropriate for the training or marine/boating instructor qualifications appropriate for the training.

vi. Instructors must hold, as a minimum, a Pleasure Craft Operator Card, a Boating Safety Course Completion Card or other written proof of that completion in accordance with section 4 of the Competency of Operators of Pleasure Craft Regulations or a certificate of competency, training certificate or other accepted equivalencies listed at http://www.tc.gc.ca/eng/marinesafety/debs-obs-courses-pcoc-list-marine-safety-certif-1323.htm.

vii. Instructors must also hold a standard first aid certificate as defined in section 16.1 of the Canada Occupational Health and Safety Regulations.

9 Operational Requirements

9.1 As required by section 106 of the CSA 2001, the RBS must ensure that the crew and passengers receive safety training (see also section 2.4).

9.2 As required by subsection 205(1) of the MPR, before departure on any training activity, the instructor must ensure that all students on board receive on-board safety training and familiarization. Instead of the requirements of TP 4957 (Marine Emergency Duties Training Program) this training and familiarization must at a minimum include:

i. Familiarization with the vessel arrangements;

ii. Briefing on the known hazards of the waters to be travelled;

iii. General safety rules of the vessel;

iv. A warning that conditions may not be suitable for children or persons with pre-existing health conditions (e.g. pregnancy, heart condition, etc.);

v. Instructions on how to wear lifejackets or personal flotation devices (PFDs) and when they must be worn;

vi. Location of the through-hull fittings on the boat and demonstration of their operation, if applicable;
vii. Location and operation of safety equipment carried on board (e.g. life saving, firefighting, etc.); and

viii. Information on emergency procedures, including medical treatment of personal injuries, recovery of person overboard, firefighting and launching of lifesaving equipment.

9.3 Every person must wear a lifejacket or PFD at all times while underway unless below deck on a closed-construction vessel.

9.4 RBS vessels shall carry no more than 12 students at one time. The total number of persons on board must never exceed the vessel’s capacity.

9.5 Records of all training must be maintained by the RBS for a period of three years and must include:

i. Names of course instructors;

ii. Names of students;

iii. Courses provided, including date and location;

iv. Record of the safety orientation briefings; and

v. Training certificates issued.

9.6 Each school must have a system in place for client service and must have established procedures for dealing with client complaints.

10 Emergency Contingency Plans

10.1 As required by section 106 of the CSA 2001, the RBS must develop procedures for the safe operation of the vessel and for dealing with emergencies. Procedures must be in place to deal with the following potential emergencies that might arise during training, including:

i. Adverse weather conditions beyond the scope of the course;

ii. Electrical, electronic or communication equipment failure;

Subsection 205(1) of Marine Personnel Regulations:
205. (1) The master and the authorized representative of a vessel shall ensure that any person assigned a function on that vessel receives the on-board familiarization and safety training set out in TP 4957 before they start to perform any duty on board the vessel.
iii. Engine, drive or steering failure;
iv. Fire;
v. Grounding, flooding or collision;
vi. Hull, equipment, sails and rigging damage or failure;
vii. Damage control in the event of through-hull fitting failure;
viii. Person overboard;
ix. Cold shock and hypothermia;
x. Medical emergency;
xi. Re-fuelling, fuel spills and environmental response; and
xii. Search and Rescue and giving assistance to other vessels.
ANNEX I - SAFETY EQUIPMENT AND SAFETY PROCEDURES

Every RBS vessel must carry on board the safety and navigation equipment required by the applicable regulations for a pleasure craft of the same size, including Part 2 of the Small Vessel Regulations (SVR). In addition, this Annex identifies additional safety equipment to be carried on board RBS vessels. This equipment list is based on best practices of organizations currently delivering on-the-water training in Canada.

Notes
1. Items marked with a star (*) are required by regulation in some cases.
2. Column description:
   1: Sailboats – Basic/Introductory – Sheltered Waters, and waters not more than 10 miles from shore and not more than 25 miles from a place of refuge\(^1\) – cruising courses usually conducted in moderate conditions during daylight hours (no pre-requisite)
   2: Sailboats – Intermediate – Near Coastal Voyage, Class 2 – cruising courses usually conducted in moderate to strong winds during daylight hours (pre-requisite: must have completed basic/introductory course or demonstrated equivalent experience)
   3: Sailboats – Advanced – Limited, Contiguous Waters Voyage – cruising courses conducted in any weather conditions, day or night (pre-requisite: must have completed intermediate course or demonstrated equivalent experience)
   4: Sailboats – Offshore – Limited, Contiguous Waters Voyage – cruising courses conducted with no restrictions based on period of day, or weather conditions (pre-requisite: must have completed advanced course or demonstrated equivalent experience)
   5: Powerboats – Basic/Introductory – Sheltered Waters, and waters not more than 10 miles from shore and not more than 25 miles from a place of refuge\(^1\) – basic outboard and basic power courses (no pre-requisite)
   6: Powerboats – Intermediate – Near Coastal Voyage, Class 2 – power courses (pre-requisite: must have completed basic power course or demonstrated equivalent experience)
3. “Sheltered Waters” and “Near Coastal Voyage, Class 2” are defined in section 2 of the Vessel Certificates Regulations. “Limited, Contiguous Waters Voyage” is defined in section 2 of the Marine Personnel Regulations.

Abbreviations:
SVR: Small Vessel Regulations (SOR/2010-91)
CNPR: Charts and Nautical Publications Regulations, 1995 (SOR/95-149)
NSR: Navigation Safety Regulations (SOR/2005-134)
SSR: Ship Station (Radio) Regulations, 1999 (SOR/2000-260)
R: Recommended

\(^1\) A place of refuge includes the mainland or an island that can be used as a safe refuge from the weather.
## Additional Safety Equipment Required

### (1) Life-Saving Appliances – vessels more than 8.5 m in length

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<th>Requirement</th>
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| 1.1        | *Vessels more than 8.5 metres going outside of Sheltered Waters or going more than 2 miles from shore in inland waters must carry:*  
| a) | An inflatable life raft as required by section 411 of the SVR OR  
| b) | A life raft compliant with the ISO 9650 Small craft -- Inflatable liferafts standard and serviced according to the manufacturer’s instructions.  
| Vessels more than 8.5 metres that are going outside of Sheltered Waters or going more than 2 miles from shore in inland waters but are not going more than 5 miles from shore must carry:*  
| a) | An inflatable life raft as required by section 411 of the SVR OR  
| b) | A life raft compliant with the ISO 9650 Small craft -- Inflatable liferafts standard and serviced according to the manufacturer’s instructions OR  
| c) | An inflatable or rigid dinghy with sufficient capacity to carry all persons on board. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

### (2) Vessel Safety Equipment

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| 2.1        | *First Aid Kit and manual  
**Note:** The first aid kit must meet the requirements of section 8 of the SVR | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2.2        | Sharp/Rigging knife | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2.3        | Watertight Flashlight with spare bulb and batteries | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2.4        | *Radar reflector ([see Ship Safety Bulletin 07/2008](#))  
**Note:** Rule 40 of the [Collision Regulations](#) requires a vessel that is less than 20 metres in length or is constructed primarily of non-metallic materials to, if practical, be equipped with a radar reflector or other means to enable the vessel’s detection by other vessels navigating by radar at 3 GHz or 9 GHz | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2.5        | Smoke detector (in each accommodation and service space, other than in low-risk spaces such as washrooms and void spaces) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2.6        | Fire detector in the engine space with remote visual and audible alarm | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2.7        | Emergency food and water | R | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2.8        | Basic tools and spare parts | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2.9        | *Bilge pumping and high bilge-water alarm in each watertight compartment as per section 736 of the SVR | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
# Additional Safety Equipment Required

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<td>2.10</td>
<td>*A provision (e.g. fire port) to discharge a portable fire extinguisher in the engine space or a fixed fire extinguishing system as per section 741 of the SVR</td>
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<td>3.1 Emergency steering tiller</td>
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<td>3.3 Means of reducing foresail size</td>
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<td>3.5 Person overboard recovery equipment - lifesling and/or rescue collar</td>
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<td><strong>Note:</strong> All RBS vessels must have a reboarding device, unless the vertical height that must be climbed in order to reboard the vessel is not more than 0.5 metres (section 204 of the SVR).</td>
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<td>3.6 Mainsail reefing (minimum 2 reefs, if practicable)</td>
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<td>3.7 Heavy weather jib</td>
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<td>3.8 *Person Overboard Protection (lifelines and ladder)</td>
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<td><strong>Note:</strong> All RBS vessels must comply, at a minimum, with section 712 of the SVR</td>
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<td>3.10 Emergency abandon ship bag</td>
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<th>(4) Navigation Equipment</th>
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<td>4.1 Binoculars</td>
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<td>4.2 Barometer</td>
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<td>4.3 *Boat and/or handheld compass</td>
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<td>(See sections 207 and 215 of SVR and sections 40-43 of NSR)</td>
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<td>4.4 Depth sounder</td>
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<td>4.5 *Charts (corrected, up to date)</td>
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<tr>
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<td>4.6 *List of lights, buoys and fog signals</td>
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<td>4.8 *VHF radio equipment as per section 7 of SSR; if outside a VHF coverage area, radio equipment as per section 7.1 of SSR or other effective means of two-way communication</td>
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<td>4.9 GPS</td>
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<td>4.10 Weather Fax or SSB modem / weather program or proven method of obtaining weather</td>
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<td>4.11 Radar</td>
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<td>4.12 Sextant (if Celestial Navigation)</td>
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## Additional Safety Equipment Required

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<tr>
<td>4.13</td>
<td>Nautical Almanac (if Celestial)</td>
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<td>4.14</td>
<td>Sight Reduction Tables (if Celestial)</td>
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<td><strong>(5) Personal Safety Equipment</strong></td>
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<td>5.1</td>
<td>Safety harness, tether and knife</td>
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<td>5.3</td>
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<td>5.4</td>
<td>*Whistle fitted on each lifejacket/PFD</td>
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<td>*Lifejacket light</td>
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**Note:** Required for night passages and all courses taught in a liveaboard format.
ANNEX II - RECREATIONAL BOATING SCHOOL REPORT

As a requirement of this Standard, every RBS must enrol in the Small Vessel Compliance Program (SVCP) by completing the Recreational Boating School Report, and submitting the report to its local Transport Canada Centre. A copy of the report can be found at http://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/Forms-Formulaires/searchrs.aspx?formnumber=80-0028E