

# **MARINE SAFETY MANAGEMENT SYSTEM**

## **TIER I – POLICY**

### **AUTHORIZATION FOR SPECIFIC COURSE PROVIDERS TO ISSUE PLEASURE CRAFT OPERATOR CARDS TO PERSONS WHO COMPLETED A BOATING SAFETY COURSE WITH THOSE SAME PROVIDERS PRIOR TO 1 APRIL, 1999**

#### **1.1 Policy Objective**

- 1.2 To allow specific course providers to issue Pleasure Craft Operator Cards (PCOC) to individuals who completed a boating safety course with their respective organizations prior to April 1, 1999. These course providers will be permitted to issue PCOC only to those who hold a verifiable proof of course completion from their specific organisation.

#### **2 Policy Statement**

- 2.1 The Canadian Power and Sail Squadron (CPS), Sail Canada, formerly known as Canadian Yachting Association, and the International Sail and Power Academy (ISPA) are authorised to issue a PCOC to anyone who provides proof they completed a boating safety course with that particular organisation prior to April 1, 1999. This information must be verified by the course providers by all available means, such as an original paper completion certificate, boating safety course completion card, database record, course roster, or other written proof meeting the course provider standard, such as a logbook.
- 2.2 Course providers must keep a record of all PCOC issued under this policy for auditing purposes.

#### **3 Scope**

- 3.1 This policy applies to CPS, Sail Canada and ISPA to issue PCOC to those who have taken boating safety courses or training through their organisation prior to April 01, 1999.

#### **4 Authority**

- 4.1 This policy comes under the overall administrative authority of the Director General, Marine Safety and Security and the Marine Safety and Security Executive.

## **5 Responsibility**

- 5.1 The Executive Director, Marine Personnel Standards, Pilotage and Medicine is responsible for this policy.

## **6 Background**

- 6.1 The *Competency of Operators of Pleasure Craft Regulations* (COPCR) specify the proof of competency requirements for operating a motorised pleasure craft. A person may be considered competent to operate a pleasure craft, in particular:
- 6.1.1 Paragraph 4 (1) (b) If the person had successfully completed a boating safety course in Canada before April 1, 1999 and has a Boating Safety Course Completion Card or other written proof of that completion.
- 6.2 The COPCR also includes a schedule of certificates of competency, training certificates, endorsements, and other equivalencies, which are recognised as proof of competency when operating a pleasure craft.
- 6.3 There are no provisions in the COPCR that allow course providers to issue PCOC to those who have proof of previous training as there is limited information available to Transport Canada to determine the training that was available to the public prior to April 1, 1999.
- 6.4 CPS, Sail Canada and ISPA are accredited course providers who did offer training prior to the COPCR coming into force. These course providers maintain databases of clients who took previous boating safety courses prior to the coming into force of the COPCR in April 1999. Therefore, they are in a position to verify the authenticity of a previously issued certificate, course completion card or log book record issued by their own organization.

## **7 Date of Application**

- 7.1 The date of application for this policy is effective May 30, 2011.

## **8 Date for Review or Expiry**

- 8.1 This policy shall be subject to review by December 31, 2020.

## **9 RDIMS Reference**

- 9.1 The English version of this document is saved in RDIMS under reference number 6687525. The applied naming convention is PUBLICATION - TP 13585 - POLICY - AUTHORIZATION FOR SPECIFIC COURSE PROVIDERS TO ISSUE PLEASURE CRAFT OPERATOR CARDS TO PERSONS WHO COMPLETED A

SAFE BOATING COURSE WITH THOSE SAME PROVIDERS PRIOR TO 1 APRIL, 1999.

- 9.2 La version française du présent document est dans le SGDDI et porte le numéro de référence 6583102. La règle d'affectation des noms est PUBLICATION - TP 13585 - POLITIQUE - AUTORISATION ACCORDÉE À CERTAINS PRESTATAIRES DE COURS AUX PERSONNES QUI ONT SUIVI UN DE LEURS COURS DE SÉCURITÉ NAUTIQUE AVANT LE 1<sup>ER</sup> AVRIL 1999.
- 9.3 This is the first approved and finalized revision of the English version of this document.

## **10 Keywords**

- *Competency of the Operators of Pleasure Craft Regulations*
- Course Providers - ISPA, CPS, Sail Canada
- Pleasure Craft Operator Card
- Recognizing certificates of competency
- Training certificates
- Proof of Competency