

The Inland Waterways Association Certificate of Boat Management for

Small Passenger Boats

(Vessels carrying 12 passengers or fewer)

Operating on Category A Waters

Defined as:

Narrow rivers and canals

where the depth of water is generally less than 1.5 metres

4th Edition 2018

Inland Waterways Association
Island House
Moor Road
Chesham
HP5 1WA
01494 783 453
enquiries@waterways.org.uk
or
roger.squires@waterways.org.uk

This scheme has been approved by The Maritime & Coastguard Agency

[MSN 1853 \(M\) - Boatmasters' Qualifications, Crew and Hours of Work](#)

Summary

Vessels in the circumstances given are *exempt* from the *Boatmaster's Licence Regulations*
This *General Exemption* makes minor amendments to and replaces the *General Exemption*
www.dft.gov.uk/mca

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**The Inland Waterways Association Certificate of Boat Management
Small Passenger Boats, Carrying Twelve or Fewer Passengers
Operating on Category A Waters**

Defined as:

Narrow rivers and canals where the depth of water
is generally less than 1.5 metres

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Foreword

1. This document is the product of the quinquennial review of practices and procedures of the Certificate of Boat Management following five years of the Scheme's operation
2. The document has been amended and updated to reflect the Scheme's management through IWA, and the supporting documentation used in the training and development of skippers and crews of small passenger boats. The significant enhancements to the Scheme are explained below:
3. **Timeless qualification**
From 1st April 2018 the Certificates awarded to successful candidates of COBM will no longer have a five-year life. To achieve this timeless qualification the operation must have in place:
 - a) A system of Annual Refresher Training and Continuing Professional Development
 - b) An auditable process for recording such training and development, together with details of the training undertaken and the nominal roll of those trained
 - c) A declaration signed by each candidate during such training that there have been no changes to medical fitness for the role undertaken
 - d) The completion of the COBM syllabus contained in the Gateways to Certification during each five-year period
4. **Operations Managers**
To ensure the maintenance of operating standards, the training & development of crews, and associated documentation, the appointed Senior Trainer and Assessor is solely authorised to sign the Operations Manager's Certificate of Competency in the management of the operation
5. **Certificate Issue**
IWA HQ is the issuing authority for COBM. Authorised trainers & assessors should submit details of those who require certificates. Certificates will be issued, in the first instance, to trainers & assessors for their signature and transmission to qualified individuals
6. **COBM Development**
In accordance with advice from the Maritime and Coastguard Agency, the Scheme is being developed to include crews and managers of workboats who operate vessels in support of the maintenance and restoration of navigation. Further details will be promulgated in due course
7. **Information and Advice**
Information and advice on the operation of the Scheme may be obtained from the Manager and Senior Trainer & Assessor whose details are appended below

Dr. Roger Squires BEM

Manager COBM Scheme

roger.squires@waterways.org.uk

Andrew Phasey

Senior Trainer & Assessor

theoldmainline@fastmail.fm

The Inland Waterways Association

Certificate of Boat Management

An Overview

The Inland Waterways Association Certificate of Boat Management (IWA COBM) scheme applies to **Operators of Small Passenger Boats** on certain prescribed Inland Waterways of Britain. The majority of these are operated by volunteers as fund raising enterprises for charities and trusts or to promote their waterway.

The scheme does not apply to scheduled Public Transport Service operations.

The IWA COBM Scheme ensures that:

- Accreditation & Certification of persons Managing & Steering Small Passenger Boats is achieved through a system of structured Training & Assessment
- Training & Assessment of such persons is appropriate to the operation of Small Passenger Boats carrying not more than 12 passengers on Category A Waters, (Narrow rivers and canals where the depth of water is generally less than 1.5 metres)
- Training & Assessment is a continuing process involving a system of Continuing Professional Development (CPD) and Annual Refresher Training (ART)
- The IWA COBM Scheme is designed to ensure passenger & crew safety within the identified area of operation as far as reasonably practicable

Definitions for the Inland Waterways Association Certificate of Boat Management

- **Operator:** The Directors or Trustees of the organisation providing the management & operation of the small passenger boat
- **Operations Manager:** A qualified person (e.g. holder of RYA Inland Waterways Helmsman's Certificate) and the Certificate of Competency in the Management of a Small Passenger Boat Operation and with a minimum of two seasons practical experience as a Small Passenger Boat Steerer. However, there may be circumstances when the candidate for Operations Manager is unable to meet these criteria. In such a case advice should be sought, in the first instance, from IWA HQ
- **Small Passenger Boat:** A vessel carrying not more than 12 passengers
- **Steerer:** The holder of a Certificate of Competency in Steering a Small Passenger Boat
- **Crew:** Crew members not qualified as 'Steerer' must, nevertheless, be competent in Passenger Safety Address, Emergency First Aid, Fire Safety, Evacuation & Man Overboard procedures plus basic 'craft specific' boat handling skills to assist in evacuation and other emergencies
- **Continuing Professional Development (CPD) & Annual Refresher Training (ART):** The initial COBM Training & Accreditation structure is underpinned by on-going assessment and development of individual crew-members' performance. Training needs are identified through Operational Management and supervision. Peer and customer feedback should also be regarded as a resource. Changes in cruising conditions and regulations must be taken into consideration when planning Annual Refresher Training Sessions. Annual Refresher Training Sessions will always include Emergency Evacuation Drills and Passenger Safety Address, and the re-validation of Medical Self- Certification

Overview

(Definitions continued)

The role of The Maritime & Coastguard Agency (MCA)

The MCA is an executive agency of the Department for Transport and has overall responsibility for safety and anti-pollution standards on UK ships within UK waters.

The MCA is also tasked by the Government with monitoring national training & certification regimes for all Small Passenger Boat Operations on UK Inland Waterways.

Categorisation of Waters – Merchant Shipping Notice MSN 1776 (M)

Category A

Narrow rivers and canals where the depth of water is generally less than 1.5 metres.

Category B

Wider rivers and canals where the depth of water is generally 1.5 metres **or more** and where the significant wave height could not be expected to exceed 0.6 metres at any time.

RYA Inland Waterways Helmsman Certificate – Category B Waters

The Royal Yachting Association Inland Waterways Helmsman's Certificate (RYA IWHC) is an **additional** requirement to the IWA COBM or NCBO CIBM for Small Passenger Boat Operations on **Category B Waters**.

A copy of the individual's RYA IWHC will be held by the Small Passenger Boat Operations Manager.

Corresponding Qualifications

- The holder of specific and current corresponding qualifications may become COBM certified steerers or crew members
- In recognition of training already undertaken to become the holder of a Boatmaster Licence issued by the Maritime & Coastguard Agency (MCA), or a National Community Boats Association Certificate In Boat Management (NCBA CIBM), candidates may become IWA COBM certified steerers or crew members
- Such candidates are deemed to have already satisfied the requirements of a full COBM Training Course
- Such candidates will be certified following a successful assessment by an accredited COBM Trainer/Assessor

The role of The Inland Waterways Association (IWA)

- The IWA COBM scheme is approved by MCA
- IWA represents the operators of fund raising and educational trip boat operations
- IWA COBM scheme is designed to ensure that such trip boat operations are run to the highest standards of safety within the area in which they operate
- IWA appoint a COBM Scheme Manager and Senior Trainer & Assessor to manage all aspects of the scheme
- IWA COBM scheme provides a system of accreditation that is structured, appropriate and auditable
- Operators of all Small Passenger Boat Operations represented by the IWA must be able to show that Operations Managers & Steerers, engaged in the operation of Small Passenger Boats, hold current IWA COBM or NCBA CIBM qualifications

Notes for Guidance

These notes identify the lines of responsibility within each role and the elements of such responsibility. The notes should be read in conjunction with the IWA COBM Scheme's 'Gateways' and the role definitions detailed on page five.

Operator

- **Directors or Trustees of the organisation who are responsible and accountable for establishing and maintaining an oversight of all elements of the operation**

Accountable to:

- IWA
- MCA

Responsible for ensuring:

- Training, Certification & Insurance
- Operations Managers are certificated by the IWA COBM Senior Trainer & Assessor
- Steerers engaged in the operation of their Small Passenger Boats are Trained & Certificated by accredited Trainers & Assessors
- That the vessel's Boat Licensing, Boat Safety Scheme Certificate & Insurance Certification is maintained
- The appointment of an Operations Manager, i.e the selection, training & certification of a person capable of discharging the personal responsibility of supervising the safe and effective operation of the Small Passenger Boat

Operations Manager

- A qualified person, i.e. the holder of an IWA Certificate of Competency in the Management of Small Passenger Boat Operation; an IWA Certificate of Competency in Steering a Small Passenger Boat; an RYA IWHC or other externally recognised qualification

Accountable to:

- The Operator

Responsible for:

- Production and maintenance of an Operational Best Practice and Safety Procedures Manual – A step-by-step guide to the safe & effective management of the operation
- Production and maintenance of a Risk Assessment – A systematic evaluation of hazards and risks with mitigation measures to reduce their impact
- Production and maintenance of a Method Statement – A statement describing the means by which the Boat Trip Operation is conducted
- Production and maintenance of a Passenger Safety Address, Vessel Evacuation Plan and Fire Action Plan
- Production and maintenance of an Emergency Services Access Plan – A simple map describing the operation's location and points of vehicle access
- Production and maintenance of the processes and procedures whereby the day to day safe operation of the vessel, including the management of its steerers & crew, is ensured

Notes for Guidance continued

Processes and Procedures

- The MCA may demand evidence of the maintenance schedule & training programme
- The Operations Manager will establish, and regularly apply, procedures to evaluate steerers, crew & vessel
- The Operations Manager will ensure that crew-members' skills & performance levels are continuously monitored & maintained through the application of a system of CPD & ART
- The Operations Manager will maintain a record of ART which details persons attending, their medical fitness and other operational matters
- The Operations Manager must ensure that the requirements of Gateways 3, 4, 5, 6, 7, 8, 9 and 11 are *all* being followed. Only then can Gateway 12 be completed

Steerer – Responsibilities

Accountable to:

- The Operations Manager

The Steerer must:

- Hold IWA COBM or NCBA CIBM and, for Category B Waters, the RYA IWHC
- Complete the Self-Certified Statement of Medical Fitness
- Complete Annual Refresher Training and Medical Fitness declaration

Crew Member

- Where crew members are working towards their COBM qualification they must be assessed as competent crew in the following elements: Passenger Safety Address; Emergency Evacuation; Emergency First Aid; Fire Safety; Man Overboard drills; and craft & route specific boat handling skills that assist in evacuation and other emergencies including effective communication with the Emergency Services

Conclusions

The accountability and responsibilities simply require the application of best practice to ensure passenger and crew safety.

Trip Boat Operation – Supporting Documents

An exemplar Operational Best Practice and Safety Procedures Manual, together with example formats of a Risk Assessment, Method Statement, Emergency Services Access Plan and Certificates of Competency are available on request from IWA HQ.

Serially Numbered Certificates of Competency in the Management of a Small Passenger Boat Operation and Competency in Steering a Small Passenger Boat are issued & recorded by IWA HQ.

The organisation must record and retain copies of those certificates

Gateways to Certification

The IWA COBM Scheme uses a system of Gateways to Certification.

Completion of all gateways verifies that the necessary components are in place to allow the Small Passenger Boat Operation to commence.

1. Risk Assessment & Method Statement
2. Local Area Evaluation & Emergency Services Plan
3. Operational Best Practice & Safety Procedures Manual
4. Medical Fitness Self-Certification
5. Steerer's Qualification
6. Personal Safety
7. First Aid Training
8. Fire Safety, Carbon Monoxide and Gas
9. Vessel Evacuation Plan & Passenger Safety Address
10. Insurance - Vessel & Third Party Liability
11. Operational Records
 - Daily Record Log
 - Vessel Log
12. Operations Manager's Check List

Gateway No. 1

Risk Assessment & Method Statement - Example

To achieve entry into the IWA COBM Scheme the outcome of every assessed risk **must** fall within the LOW RISK category

A Risk Assessment (supported by a Method Statement) will be carried out locally by the Operation's Manager, or a Risk Assessor, in respect of the following:

- Operation of the vessel & its equipment
- Area of operation
- Individuals & property
- Financial Impact

Criteria Individuals & Property

- **High:** Loss of life to individuals; Serious damage to property (vessel sunk or destroyed, mooring equipment destroyed)
- **Medium:** Serious injury to individuals (Broken limbs, serious cuts); Moderate damage to property (Vessel damaged but not destroyed, mooring equipment damaged but not destroyed)
- **Low:** Minor injury to individuals (Cuts, abrasions); Minor damage to property (boats, equipment)

Financial Impact

- **High** = >£100K
- **Medium** = >£10K <£100K
- **Low** = <£10K

Risk Parameters

- Likelihood - **L**
- Severity - **S**
- Risk Value - **RV** = **L** multiplied by **S**
- Risk Level - **RL**

Likelihood

- Least Likely: 1
- Most Likely: 5

Severity

- Least Severe: 1
- Most Severe: 5

High	Medium	Low
------	--------	-----

	5	10	15	20	25
4	8	12	16	20	
3	6	9	12	15	
2	4	6	8	10	
1	2	3	4	5	
Likelihood					
	Severity				

A copy of the Risk Assessment must be recorded at IWA HQ

Risk Assessment - Proforma Example

RISK ASSESSMENT PROFORMA

Risk Level Diagram

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

LIKELIHOOD

SEVERITY

Operation Title	Ref. No.	Issue No.
	Date:	Review by:

L - Likelihood: S - Severity: RV - Risk Value L x S: RL - Risk Level: High / Medium / Low

Task	Step 1 Hazard	Step 2 Who is Exposed?	Step 3 Existing Controls	Step 4 Risk Assessment				Step 5 Additional Controls	Step 6 Risk Assessment				
				L	S	RV	RL		L	S	RV	RL	

Step 7 Can The Job Proceed? <i>Tick one box</i>		Safe using existing control measures
		Safe using existing + additional control measures
		Not safe to proceed
Are there any long term controls? If 'yes' define the controls		
Assessed By	Name: (Printed)	Signature
Authorised By	Name: (Printed)	Signature

Method Statement

The Risk Assessment & Method Statement (RAMS) define the Small Passenger Boat Operation.

The Operations Manager is responsible for the production and maintenance of the RAMS in respect of the following:

1. Operation of the vessel and its equipment
2. Area of operation
3. Individuals & property

Summary of Operation

Below are examples of information required in each section:

- **Operation or Task**
Excursions on a Small Passenger Boat
- **Location of Work**
Geographic location
- **Description of work roles**
Steerer, Crew, Ticket Sales, Bank Team duties etc.
- **Summary of Hazards**
Working on or near water, Rope Handling etc.
- **All Risk Assessments associated with the site & operation**
By reference number
- **Safe Method of Work**
Site preparation, placement of signs, sale of tickets, preparation of vessel and passenger safety address etc.
- **Personal Protective Equipment required to be worn at all times**
Appropriate clothing, footwear & Life Jacket
- **Competencies**
Emergency First Aid, Fire Safety, Boat Handling and effective communication with the Emergency Services etc.
- **Tools & Work Equipment**
Ropes, windlasses, boathooks, poles, lifebuoys & rescue throw lines, carbon monoxide, smoke and LPG alarms, portable fire extinguishers, fire blanket, communications equipment
- **Prerequisites**
Availability of Life Jackets
- **Welfare & First Aid Facilities**
Hand cleansing, toilet facilities where practicable and First Aid Equipment
- **Emergency Contact Information**
Ambulance, Police, Fire & Rescue, Postcode, Ordnance Survey Grid Reference etc.

Method Statement - Example Template

Method Statement			
Operation or Task		Method No	
Location of Work			
Description of work			
Summary of Hazards			
Ref No's of all Risk Assessments associated with the site & operation			
Safe Method of Work Personal Protective Equipment			
Competencies			
Tools & Work Equipment			
Prerequisites			
Welfare & First Aid Facilities			
Emergency Contact Details Ambulance Police Fire Office Post Code Ordnance Survey grid ref.			
Prepared by:	Date	Authorised by:	

Gateway No. 2

Local Area Evaluation & Emergency Services Access Plan

A Small Passenger Boat Operation will require a detailed Local Area Evaluation & Emergency Services Access Plan. It will be produced in conjunction with the RAMS.

The Local Area Evaluation & Emergency Services Vehicle Access Plan will use a large scale detailed map or an aerial photograph to identify the following:

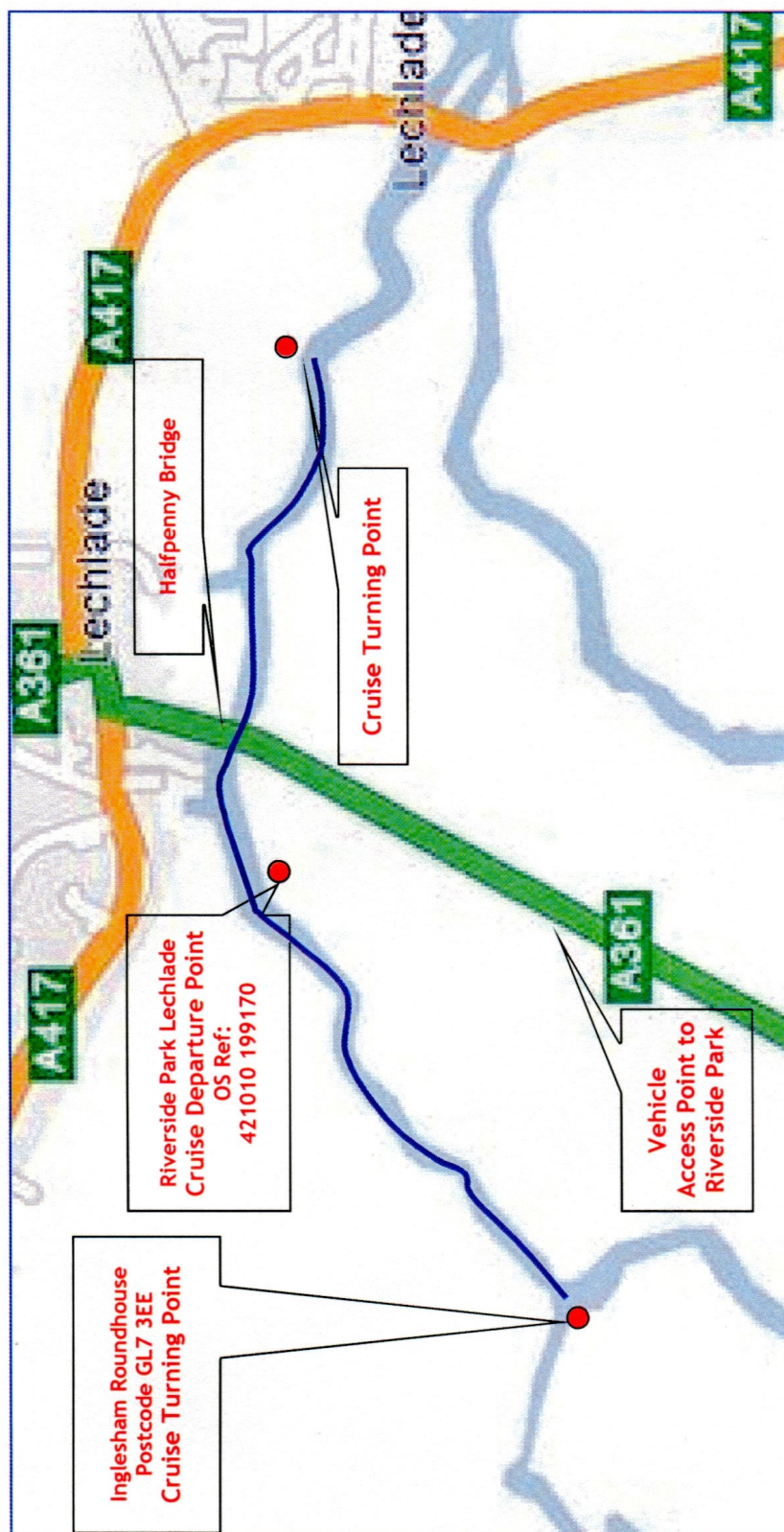
- The exact cruising grounds & routes
- Departure / Arrival locations
- Structures e.g. turning points; locks; bridges; tunnels; weirs; slipways & landing stages
- Navigational hazards e.g. shallows, low trees, currents and by-washes
- Access points for the Emergency Services
(The access points will be physically assessed and tested for operational access)
- Ordnance Survey Grid References
- Post Codes listed as appropriate
- The Steerer of the boat will, at all times, be required to carry an operational mobile phone programmed with the local Emergency Services calling numbers
- The Steerer must ensure that the number of souls on board and other relevant information has been recorded prior to departure

Small Passenger Boat operators will provide a copy of the Local Area Evaluation & Emergency Services Plan to the following services:

- Fire & Rescue
- Police
- Ambulance
- Local Authority
- Navigation Authority

Gateway No. 2

Local Area Evaluation & Emergency Services Plan



— = Cruising Route on River Thames at Lechlade

Gateway No. 3

Operational Best Practice & Safety Procedures Manual

Every Small Passenger Boat Operation will produce an Operational Best Practice & Safety Procedures Manual. (An exemplar is available on application from IWA HQ)

The Operational Best Practice & Safety Procedures Manual will be specific to the locations, routes and vessels used in the operations.

Every Steerer will be personally issued with their own Operational Best Practice & Safety Procedures Manual.

Updates will be issued as circumstances and needs vary. Such variations and updates must be subject to annual verification.

Crew Members and members of the Bankside Team must also have access to a copy of the Operational Best Practice & Safety Procedures Manual.

For the purposes of monitoring & audit each Operator will provide IWA HQ with, either a hard copy or an electronic copy, of their Operational Best Practice & Safety Procedures Manual. It will be made available to MCA as required.

The Manual will contain the following:

- Local Area Evaluation & Emergency Services Plan
- Rules & Regulations for operating the vessel to include maintenance, safety equipment checks, passenger numbers, incident & accident records
- A system of recording and retrieving detailed information of the numbers of souls on board and other relevant information
- Details of safety equipment carried
- Vessel Maintenance Regime check list
- Instructions to Crew and Steerer on embarking and disembarking passengers
- Instructions to the Steerer to ensure that numbers of passengers and route to be taken are recorded at the departure point before every departure
- Passenger Safety Address
- Analysis of the Steerer & Crew roles during normal operation
- Analysis of the Steerer & Crew roles in an emergency
- Boat turning guidelines
- Lock operation guidelines where appropriate
- Lift & swing-bridge operation where appropriate
- Procedure for mooring up before passenger disembarkation
- Instructions to Crew and Steerer on the safe disembarkation of passengers in emergency



Cotswold Canals Trust

Western Trip Boat Operations

Operational
Best Practice
&
Safety
Procedures



Cruise
Information
Commentaries

Emergency Procedure Plans

Michael Ashton

Gateway No. 4 Medical Fitness Self Certification

Inland Waterways Association Self-Certified Statement of Medical Fitness for Small Passenger Boat Operation

The Self-Certified Statement of Medical Fitness has three elements:

1. Explanatory Notes
2. Part A Personal Contact & Identification Details

Explanatory Notes

PURPOSE OF THE SELF-CERTIFIED STATEMENT

The purpose of this form is to obtain a factual report of your state of health & medical history in order to indicate your fitness for steering a Small Passenger Boat.

The form is designed so that, if **Part B** of the report shows ticks in "NO" boxes **only**, you have certified yourself as medically fit for steering a Small Passenger Boat. The original document must be retained by you as confirmation of your medical fitness. A copy of the document must be passed to your Operations Manager as confirmation of your self certified fitness.

If you answer **YES** to any question in **Part B - Medical Report** then you may require a General Medical Practitioner's Certificate of Fitness for acting as Steerer or Crew Member of a Small Passenger Boat.

WHAT TO DO

1. First, read the notes about fitness below (If you have doubts about any aspect of your fitness including eyesight, you may wish to discuss these with your doctor before you complete the form)
2. Next, complete **Part A** - your personal details
3. Next, complete **Part B** - statement of health & medical history
4. Finally, sign & date the Self-Certification Declaration

NOTES ON RESPONSIBILITIES

You must inform the Operations Manager of changes in your health circumstances that would exclude you from operating as a Steerer or Crew member as they occur.

Annually, at the time of Annual Refresher Training, you must sign a declaration that there have been...
'No changes in your state of health and medical fitness for the role.'

NOTES ABOUT FITNESS

You are unlikely to achieve an unrestricted medical clearance in the following circumstances:

- You do not meet the MCA's requirements for colour vision/visual acuity (See Part B, Section 5)
- You are liable to epileptic seizures or sudden disturbances of the state of consciousness
- You have had a coronary thrombosis (heart attack) or have undergone heart surgery
- You suffer problems with heart rhythm, or have a disease of the heart or arteries
- Your blood pressure is not well controlled with drugs
- You need insulin treatment for diabetes
- You have had a stroke, or unexplained loss of consciousness
- You have had severe head injury with continuing impairment
- You suffer from Parkinson's Disease or Multiple Sclerosis
- You are being treated for mental or nervous problems
- You have had alcohol or drug dependency problems within the last 2 years
- You have profound deafness and cannot communicate clearly on the radio/telephone
- You suffer from double or tunnel vision
- You have any other condition which would/could cause problems regarding your fitness for steering a Small Passenger Boat

It is your personal responsibility not to work:

When you are temporarily unfit to do so from illness or injury; if you have a serious health problem or injury where you do not fully recover; or if you develop any of the above conditions or any other disability or illness affecting your fitness to work, in particular your ability to navigate safely and to be able to undertake emergency duties. For instance if you have diabetes and your treatment changes from diet or tablets to insulin - you must immediately cease work.

Part A - Applicant's Contact & Identification Details				
Forename		Surname		
Full Postal Address				Post Code
Date of Birth		Male or Female?		
Telephone Numbers	Home	Mobile	Work	
Email Address				

Part B - Self-Certified Statement of Medical Fitness

Activities & Duties

This self-certified statement & declaration of medical fitness is required for an applicant seeking to be engaged as a Steerer or Crew of a Small Passenger Boat on Inland Waters.

Its purpose is to establish and confirm that the applicant is fit to carry out the following:

- To depart the boat's berth safely
- To navigate the boat safely
- To berth the boat safely
- To handle, maintain & stow ropes effectively
- To secure and release such knots & hitches as required by all of the above
- To help passengers on to, and off, the boat
- To move and lift objects up to 30 kg
- To climb access ladders
- To operate inland navigation equipment, e.g. bridge & lock gear and winches
- To prepare & operate a lock safely and effectively

Emergency Procedures

In an emergency the applicant may need to:

- Rescue persons from the water
- Tackle a fire on board
- Provide First Aid to an injured passenger or crewmember
- Carry out an evacuation of the boat

Conclusion

In completing this form applicants should be aware that the safety of passengers will depend on their fitness to operate the boat reliably and effectively in case of emergencies, such as breakdown, collision, capsized or other circumstances that call for physical & mental resilience.

Applicants should, therefore, not be subject to any increased likelihood of sudden incapacity that could prevent them returning the boat safely to its moorings.

If, having completed the following report there are no ticks in a "YES" box against any of the questions, and you have no other medical concerns, please complete the Certificate Proforma at Part C and retain a copy for verification purposes. Otherwise please leave it blank.

Part B Section 1 - Cardiac	Yes	No
Are you suffering from, or having attacks of angina or receiving continuous treatment to prevent angina from manifesting itself?		
Have you undergone coronary artery bypass surgery or coronary angioplasty?		
Are you suffering from any disturbance in the rhythm of the heartbeat?		
Have you had a cardiac pacemaker implant?		
Do you regularly suffer from high blood pressure?		
Part B Section 2 - Diabetes	Yes	No
Are you a diabetic requiring insulin treatment?		
Part B Section 3 - Nervous System	Yes	No
Have you ever had had any form of epileptic attack?		
Do you have a history of black out or impaired consciousness within the last five years?		
Do you have a history of, or evidence of, any of the conditions listed 1-7 below?	Yes	No
1. Stroke / TIA 'mini stroke' <i>(delete as appropriate)</i>		
2. Sudden and disabling dizziness/vertigo within the last year with a liability to recur		
3. Serious head injury within the last 10 years		
4. Brain tumour, either benign or malignant, primary or secondary		
5. Other brain surgery		
6. Chronic neurological disorders e.g. Parkinson's disease, Multiple Sclerosis		
7. Dementia or cognitive impairment		
Part B Section 4 - Psychiatric Illness	Yes	No
Do you have any history of any of the conditions listed 1-6 below? If NO, go to Section 5.		
1. Significant psychiatric disorder within the past 6 months		
2. A psychotic illness within the past 3 years, including psychotic depression		
3. Persistent alcohol misuse in the past 12 months		
4. Alcohol dependency in the past 2 years		
5. Persistent drug misuse in the past 12 months		
6. Drug dependency in the past 2 years		
Part B - Section 5 - Sensory	Yes	No
Do you have a colour vision defect		
Do you have any defects in the field of vision in either eye?		
Do you have profound deafness that prevents communication by radio or telephone?		

Part B - Section 6 - Malignant Disease	Yes	No
Do you suffer from malignant disease likely to impair physical or mental fitness to undertake duties in the foreseeable future?		
Do you have a history of malignant tumour?		
Part B - Section 7 - Musculoskeletal Limitations & Obesity	Yes	No
Do you have insufficient strength and flexibility to perform normal duties such as mooring and lock operations ?		
Do you have insufficient strength and flexibility to physically assist other people who have fallen overboard or who need to evacuate the boat in an emergency?		
Do you suffer from excessive obesity likely to interfere with the activities listed above or prevent access to areas of the boat with size restrictions?		
Do you currently suffer any disability of the spine, limbs or hands likely to limit duties or safety procedures while working?		

Declaration & Signature
The Applicant must sign this declaration AFTER completing the questions

I, the undersigned, declare that all facts & information supplied by me on this Self-Certified Statement of Medical Fitness, for the purpose of steering, or crewing, a Small Passenger Boat, are true & accurate to the best of my knowledge and belief, as at the date indicated.

I further authorise any Medical Assessor appointed by the Maritime & Coastguard Agency to advise that Agency of my fitness in respect of the Activities, Duties & Emergency Procedures detailed on page 2 of this document should the need arise.

I further undertake to inform the Operations Manager of any subsequent change in my Health Circumstances that would exclude me from operating as Steerer or Crew.

Signature of Applicant Print name below	Date Signed	
		



Gateway No. 4 Continued Medical Fitness Self-Certification & Refresher Training Declaration

Continuing Professional Development

The initial COBM Training & Accreditation structure is supported by continued monitoring & development of individual knowledge, skills and performance.

Annual Refresher Training

The Operations Manager will maintain a record of Annual Refresher Training detailing persons attending, their self-declared medical fitness and training undertaken.

Medical Fitness


Annual Refresher Training provides the opportunity for candidates to declare their medical fitness to perform the role.

Annual Refresher Training 'Sign In & State of Health Declaration' Sheet

Each candidate will complete and sign the Sign In & Declaration Sheet. Similarly, the Trainer and Operations Manager will verify the completion of the Sign In Sheet.

Change to state of health

In the event of a candidate recording a change to medical condition the Operations Manager will ensure that the candidate completes a new COBM Self-Certified Statement of Medical Fitness.

 Cotswold Canals Trust <small>Western Trip Boat Operations</small>				
Endeavour & Perseverance Certificate of Boat Management Annual Refresher Training Candidate Sign In & State of Health Declaration				
Enter Course Date Here		PLEASE NOTE When signing in for CoBM Annual Refresher Training you are also declaring that there have been NO CHANGES in your health circumstances and that you retain your fitness for Steering or Crewing a Small Passenger Boat If answering 'YES' below please complete a new CoBM Self Certified Statement of Medical Fitness Gateway 4 refers		
Print Name	Are there any changes in your state of health?		Signature	
	Yes	No		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Trainer - Name & Signature			Ops Manager - Name & Signature	

Gateway No. 5 Small Passenger Boat Steerer's Qualifications

Boat Steerer's Qualifications

The steerer of a Small Passenger Boat must be the holder of a current IWA COBM qualification

RYA Inland Waterways Helmsman Certificate

The Royal Yachting Association Inland Waterways Helmsman's Certificate (RYA IWHC) is an additional requirement for Small Passenger Boat Operations on Category B Waters.

Category B is defined by the MCA as... *Wider rivers and canals where the depth of water is generally 1.5 metres or more and where the significant wave height could not be expected to exceed 0.6 metres at any time.*

Boat Handling Competency Assessment

Areas of Competency – Vessel and Route Specific – Performed & Assessed As relevant to the waterway on which the vessel is used

Practical Boat Handling Skills – Candidate to Demonstrate

- Preparing the vessel for service
- End of service close-down procedures
- Crew briefing
- Use of fenders and lines
- Breaking away from, and returning to, home moorings
- Following cruising routes
- Course alterations, turnings, holding station, controlled stern-board, coming alongside quays and vessels
- Operating in close company with other vessels
- Operating locks and bridges as required
- Passage through tunnels as required
- Dealing with the unforeseen: e.g. fouled prop, engine failure, emergency stop
- Use of anchor and/or mud-weight
- Man-overboard drills
- Vessel emergency evacuation

Associated Skills & Knowledge – Candidate to explain and demonstrate

- Weather conditions - actual and forecast, and the limiting factors for safe navigation
- Rules of the Road (extract from IRPCS)
- Knowledge of cruising routes
- Crew life jackets and passenger buoyancy aids - donning and doffing
- Naming, and functions of parts of the vessel, including fuel valves, cocks and isolating switches
- Ropework, hitches & knots, coiling & stowage of lines
- Use of lifebuoys and rescue throw lines
- Vessel loading, weight distribution and downflooding
- Embarking and disembarking passengers and crew
- Operation of VHF radio
- Common signs and symbols
- Sound signals and their application
- Light signals and their application
- Bank effect, reverse bank effect, and propeller interaction

Accredited Trainers & Assessors

Accredited Trainers & Assessors
for the IWA Small Passenger Boat Scheme
are appropriately professionally qualified persons
who have applied to be listed as
IWA Small Passenger Boat Scheme Assessors

Details of Accredited Assessors can be obtained from



Island House
Moor Road
Chesham
HP5 1WA
01494 783 453
enquiries@waterways.org.uk
or
roger.squires@waterways.org.uk
02072 320 987

Gateway No. 6 Personal Safety

A Small Passenger Boat Steerer will need to prove an understanding of the elements of Personal Safety.

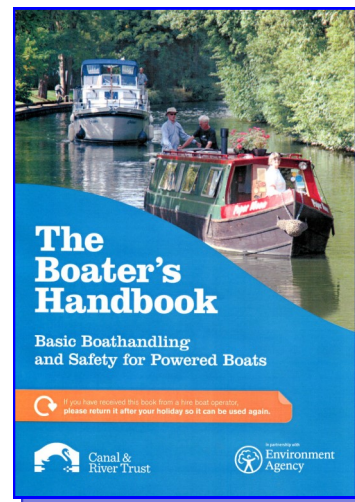
The recommended source documents to be used for training for this section are:

1. *The Boaters Handbook* published jointly by the Canal & River Trust & Environment Agency
2. *The Inland Waterways Handbook* published by The Royal Yachting Association
3. *Inland Waters Small Passenger Boat Code* published by MCA

The CRT/EA Boaters Handbook deals with Basic Boat-handling & Safety for Powered Boats.

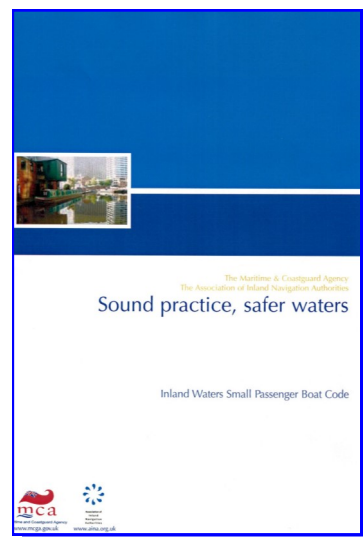
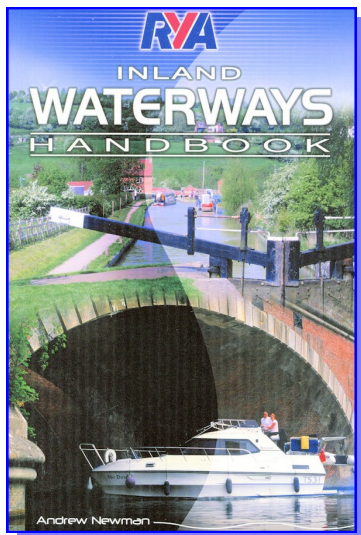
Matters covered include:

- Avoiding accidents
- Falls
- Collisions
- Crushing
- Operating Injuries
- Fire, explosion and fumes
- Vandalism and aggression
- Lock safety
- Strong flows, currents and tides
- Man overboard



The RYA Inland Waterways Handbook includes the following under the heading Personal Safety:

- Identification of Risks including cold shock
- Use of life jackets and buoyancy aids
- Avoidance of personal injury including crushing of limbs when fending off
- Special risks in relation to children



Gateway No. 7 First Aid Training

Small Passenger Boat Steerers will be required to undertake an oral assessment on the principles & practice of First Aid.

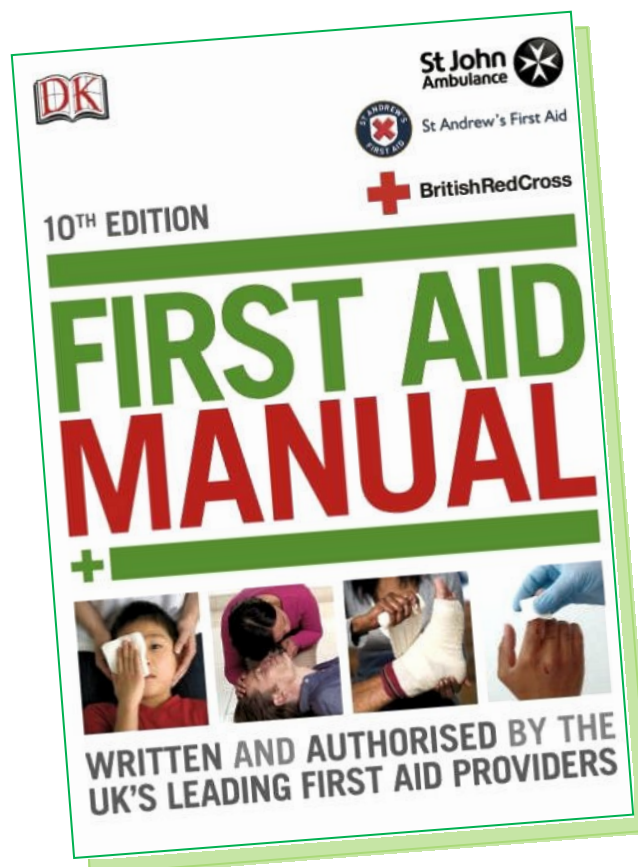
The assessment may be based upon The First Aid Manual as published by St John Ambulance and British Red Cross.

Evidence of that assessment will be recorded as part of the certification process.

All Steerers and Cabin Crew will be required to undertake a test on their knowledge of what action to take in an emergency situation.

Example questions:

- *What action should you take in an emergency?*
- *What information must be available when calling for the emergency services?*
- *What are the principles considerations when dealing with an unconscious person?*
- *What are the principles considerations when dealing with a casualty recovered from immersion in the water but still breathing?*
- *What are the principles considerations when dealing with a casualty experiencing chest pains or heart attack?*



Gateway No. 8

Fire, Carbon Monoxide and Gas

A Small Passenger Boat Operations Manager is required to devise & implement a **Fire Action Plan**.

The Small Passenger Boat Steerer will need to fully understand the risks of fire, the means by which risk of fire is minimised and what actions to take should a fire occur on board.

Example questions may be formed from the scheme's recommended source documents.

- The Boat Safety Scheme - Fire Safety on Boats
- The Boat Safety Scheme - Carbon Monoxide Safety on Boats
- The Boaters Handbook published jointly by Canal & River Trust & The Environment Agency
- The Inland Waterways Handbook published by The Royal Yachting Association

All crew members will be required to undertake an oral assessment of their knowledge of actions to be taken in emergency situations.

Evidence of that assessment will be recorded as part of the competency process.

The Small Passenger Boat Steerer will need to demonstrate an understanding of the following:

- The causes of fire
- How to restrict the spread of the fire
- The selection and use of the correct portable fire extinguisher
- The uses of a fire blanket
- The requirement to keep passengers informed
- How to evacuate the vessel
- Smoke Alarms & CO Alarms - Positioning, maintenance & testing
- Actions to take in event of a Liquefied Petroleum Gas Emergency



Carbon Monoxide (CO)

The presence of Carbon Monoxide on Small Passenger Boats and recreational craft has resulted in fatalities.

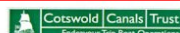
Passenger vessels should be fitted with CO alarms suitable for use on boats.

Warning notices regarding the effects of CO should also be displayed on board and in crew member's Operational Best Practice & Safety Manuals.



**Marine Accident Investigation Branch
Report No 2/2015 refers.**

An example of a
Gas Emergency Action Notice
to be displayed on board and in crew members
Operational Best Practice & Safety Manuals



GAS EMERGENCY ACTION NOTICE

ACTIONS TO BE TAKEN IF GAS IS SMELT OR A LEAK SUSPECTED

1. TURN OFF THE GAS SUPPLY AT THE CYLINDERS
2. OPEN WINDOWS, DOORS, HATCHES & COVERS TO VENTILATE THE BOAT
3. EXTINGUISH ALL FLAMES: (COOKERS, PILOT LIGHTS AND CIGARETTES)
4. IF POSSIBLE TURN OFF THE ENGINE AND EVACUATE THE BOAT
5. DO NOT SWITCH ANY ELECTRICAL APPLIANCES OR LIGHTS ON OR OFF
6. TRACE THE PROBLEM AND PUT IT RIGHT BEFORE USING GAS AGAIN

Gateway No. 9

Emergency Evacuation Plan & Passenger Safety Address

Every Small Passenger Boat Operation must have its own Emergency Evacuation Plan.

Fire on board or imminent sinking are eventualities that may necessitate an emergency evacuation of a Small Passenger Boat. Such occurrences require a clear and achievable plan of action.

- The plan must be designed specifically for the vessel in use
- The plan must be designed specifically for the cruising route used
- The plan must include a Safety Address to all passengers at the commencement of every trip
- Every Steerer & Crew Member must take an active part in at least one emergency evacuation exercise once a year to coincide with the annual refresher training
- Details of such tests will be recorded in the Vessel Log Book & Operation Manager's log book

Having welcomed passengers and helped them on board it is essential that all present are aware of certain rules and safety procedures.

This address must be delivered in a warm and reassuring manner.

Even at the end of a long day the safety address must sound & appear fresh, vital and important. Inappropriate humour regarding 'shipwreck' etc. must be avoided.

Remember, there may be a nervous person aboard whose enjoyment could be spoilt by such an inappropriate remark.

Individual circumstances, characteristics and personalities mean that the address can be adjusted to suit the passenger group.

Prior to boarding

Consider the provision and fitting of Passenger Buoyancy Aids.

Example of Passenger Safety Address

This is a list of elements to be covered. The way you deliver the message and words used should be your own.

Prior to departure

- *Welcome aboard the My name is.....*
- *Our Steerer's name is.....The Steerer is in charge of the boat*
- *The vessel is equipped with a range of communications and safety equipment which we are trained to use*
- *At all times, in the event of an incident that may affect your safety please follow my instructions*
- *At all times, keep your head, hands, arms and legs within the profile of the boat*
- *Please note that the steering position is at the back of the boat. Please do not obscure the Steerer's view when the boat is underway*

Following departure

- *Today's trip will last approximately 30 minutes*
- *Are any of you 'boaters'?*
- *If you have any questions or extra information do let me know*
- *Smoking, or use of electronic nicotine vapour devices, are not permitted on board*
- *For safety & environmental reasons please use the litter bin on board*
- *Do not throw anything overboard*
- *On arrival at the mooring please remain seated until the boat is moored*
- *You will be informed that the boat is secure and when it is safe to disembark*

Gateway No. 10 Insurance

All Operators of Small Passenger Boat Operations are required to hold a valid Third Party Public Liability insurance including appropriate passenger cover.

- The Insurance Certificate will be held by the Operations Manager and be available for inspection
- A copy of the Insurance Certificate will be displayed on the vessel

Certificate of Marine Third Party Liability Insurance.

Issued by:
NAVIGATORS AND GENERAL

The Insured: **Cotswold Canal Trust**

Insurer and Policy Number: **NAVIGATORS AND GENERAL** Policy No. **0010819U**

Period of Insurance:
From **19/4/2007** to **18/4/2008** both dates inclusive

Name of craft and (where known) HIN and / or Registration Number(s)
See Endorsement 91

The issue of certificate confirms that at the commencement of the Period of Insurance policy was in force providing cover in accordance with the terms and conditions of the policy Insured and that such cover provided or included a limit of indemnity of a minimum of £1,000,000 in respect of Third Party claims.

Date of Issue: **31/05/2007**

Stamp of Issuer: **NAVIGATORS & GENERAL**

British Marine Industries Federation format 25/6/96

Cut along this line.

ABOUT THE CERTIFICATE.

With effect from the 1st January 1997 insurance becomes compulsory for all vessels operating on the British Waterways system.

The British Marine Industries Federation and British Waterways Board require the insured to provide a copy of this Certificate to satisfy the requirement for renewal of your Licence.

This Certificate is produced above and should accompany your Licence when you are operating your vessel on the British Waterways system.

British Waterways may wish to retain this for their records and they will be pleased to do so on request.

This document is to provide proof of third party insurance for part of your policy or your Contract with Insurers.

NAVIGATORS & GENERAL INSURANCE COMPANY LIMITED
Head Office: PO Box 848, Brighton BN1 3QG, Tel 01793 606060
www.navandgen.com email: enquiries@navandgen.com
Registered in England & Wales NO 173444. Registered Office: The Zurich Centre, 3000 Park Road, London E14 4AP
Authorized and regulated by the Financial Services Authority for UK business
A member of the Zurich Financial Services Group

NAVIGATORS & GENERAL
A member of the Zurich Group
No.1 in Yacht and Motorboat Insurance

THE SCHEDULE

Commercial Policy No: **0010819U**

Agent: **Aon Risk Services** Branch: **Birmingham**

The Assured: **Cotswold Canal Trust**
44 Black Jack Street
Cirencester,
Glos, GL7 2AA

Period of Insurance: a) From **19.04.07** to **18.04.08** both dates inclusive
b) Any subsequent period for which the company shall have accepted the premium required for renewal of this policy

Name of Vessel: **Cotswold Canals**

Warranted Operating Limits: **See Endorsement 91**

Excess (All Sections) **£150**

Maximum Number of Fare Paying Passengers Permitted: **12**

Endorsements: The following Endorsements apply: **16, 17, 91**

SECTION A
(1) The vessel, her gear and equipment
(2) Tender(s)

TABLE OF COVER

	SUM INSURED	LIMIT
TOTAL SUM INSURED	£52,800	
SECTION B		
Indemnity (any one accident)	£52,800	
Premium		£2,000,000
Premium due includes Insurance Premium Tax at 5% where applicable		£1502.42

Endorsement No. 16
Warranted Owner or Owner's professional skipper in charge at all times when in use.

Endorsement No. 17
Warranted that when the within insured vessel is used for the carriage of fare-paying passengers, the appropriate Local Authority Licence is held and the conditions thereof are complied with.

Subject otherwise to terms conditions and limitations contained in the Policy.
M:\Comm\Schd\0010819u

NAVIGATORS & GENERAL INSURANCE COMPANY LIMITED

Gateway No. 11


Daily Record & Vessel Log Examples

A Small Passenger Operation Manager will maintain a Daily Record Log Book of each operation.

The Daily Record Log Book must record the following:-

- Day & Date of Operation
- Type of trip i.e. 'Public Trip' or 'Private Charter'
- Names of Steerer & Crew
- Route/s taken
- Number of trips made
- Number & type of passengers carried per trip to be left at base

Example


 Cotswold Canals Trust <small>Endeavour Trip Boat Operations</small>				Daily Record of Passenger Numbers & Takings							
Day & Date		Team Leader	Team Members								
Trip No.	Route East/West	Boarding Card Colour	Trip Start Time	No. of Paying Passengers		No. of Any Non Payers or 'Infants in arms'	Total No. of Boarding Cards per trip	Total No. of all souls on Board Inc. Crew & Infants	Cash Takings per Trip	Vouchers per Trip	
				Adult @ £4	Child u. 16yrs @ £2						
1									£		
2									£		
3									£		
4									£		
5									£		
6									£		
7									£		
8									£		
9									£		
10									£		
11									£		
12									£		
13									£		
14									£		
									Total	£	
Final Totals for Day			Number of Trips	Number of Adults @ £4	Number of Children @ £2	Number of Non Payers	Totals		£		
							Grand Total of Takings for Day		£		

Vessel Log Examples contd.

Steerer's Check Lists

Remembering the assertion that *'shared responsibility equals no responsibility'* it will be clear that at the start of every day the boat is used the Steerer on that occasion has the **sole responsibility** for ensuring that operational checks have been carried out.

Here is an example of a Start of Day and End of Day Checklist.

 Cotswold Canals Trust Endeavour Trip Boat Operations		Day Team Leader / Steerer Daily Maintenance & Safety Checks Record <small>Checks to be carried out by, or as delegated by, the Day Team Leader</small> Complete ALL entries ✓ the box & sign the sheet	
Day Team Leader		Day & Date	
Start of Day Check List			
General		Safety	
Intruder Alarm off		Fire Extinguishers x 4	
All canvas undamaged		Throwing Line in cabin	
Bow & Stern Fenders secure		First Aid Kit in cabin	
Life Ring on roof		Fire Blanket in position in kitchen	
Boat Hook on roof		Crew Lifejackets x 4	
Ladder / Gangplank on roof unlocked		Passenger Buoyancy Aids available	
Mooring Pins & Hammer on roof		Crew Call Buzzer checked	
Ropes checked & knot free		Horn & Headlight checked	
Toilet Compartment clean		Smoke & CO detectors checked	
Windows & Canopy Panels clean		Cell Phone operational	
Seating & Floor dry/clean		Hand-held VHF Radio operational	
Fridge on (if required)		Gas on (if required)	
End of Day Check List			
Ladder / Gangplank locked on roof		Admin Box, Keys, Float & Tiller Pin in bow locker	
Tiller Bar, Life Ring, Mooring Pins & Hammer stowed		All Safety Equipment stowed in bow locker	
Boat hook in cabin		Gas — Master Isolator OFF Bottles Both OFF	
Toilet Compartment clean and bowl sprayed		Accident Form completed if required	
Badges & Parking Permits returned to Visitor Centre		Cell phone & VHF Radio in Visitor Centre - On Charge	
Bankside Signage & Sales Equipment in container		Crew Life Jackets stowed in Visitor Centre	
IMPORTANT Record any shortages & operational or administration notes on the Defects / Shortages Form at the back of this folder		Team Leader's Signature	

February 2017

Vessel Log Examples contd.

A Small Passenger Boat Operations Manager will maintain a Vessel Log.
The Vessel Log must detail the following:-

- Dates of Operation
- Names of Steerer & Crew
- Steerer & Crew Arrival & Departure Times
- Emergency Evacuation Drills

Examples

Cotswold Canals Trust Endeavour Trip Boat Operations			Public Trips Volunteer Crew Attendance Hours Worked & End of Day Report			
Day		Date	____ / ____ / ____			
My signature below confirms the following: <ul style="list-style-type: none"> That I have received the Cotswold Canals Trust Trip Boats Volunteers Induction Briefing That I have no reason, on the grounds of health and / or experience, not to undertake the task allocated to me That, if I do not understand any of the three documents presented to me, i.e. Method Statement, Safe System of Work & Risk Assessment for the Trip Boat Operation, I shall question it and when satisfied will agree to abide by its recommendations & requirements That I have provided my next of kin's name & contact number relevant at today's date 						
Team Leader & Team Members Names (Please print)	Arrival Time	Signature	Next of Kin Name & No.	Departure Time	Hours Worked per Skill Code Certified	Hours Worked per Skill Code Routine
1						
2						
3						
4						
5						
Volunteers Hours Worked & Takings Report						
Total hours worked by team per skill code			Takings Totals AFTER £30 Float removed			
<div> <div>'Certificated' Steerers</div> <div>'Routine' Cabin & Bank</div> </div>			Cash (or voucher) payments = £ :			
			Cheque payments = £ :			
Operational or Administration Notes			Therefore, Takings Grand Total = £ :			
			All placed in Transfer Envelope & taken to Boats West Manager			
			Team Leader Signature			

June 2013

Cotswold Canals Trust Endeavour Trip Boat Operations			Private Charter Volunteer Crew Attendance Hours Worked, Pax Nos. & Payment Report			
Day		Date	____ / ____ / ____			
My signature below confirms the following: <ul style="list-style-type: none"> That I have received the Cotswold Canals Trust Trip Boats Volunteers Induction Briefing That I have no reason, on the grounds of health and / or experience, not to undertake the task allocated to me That, if I do not understand any of the three documents presented to me, i.e. Method Statement, Safe System of Work & Risk Assessment for the Trip Boat Operation, I shall question it and when satisfied will agree to abide by its recommendations & requirements That I have provided my next of kin's name & contact number relevant at today's date 						
Team Leader & Team Members Names (Please print)	Arrival Time	Signature	Next of Kin Name & No.	Departure Time	Hours Worked per Skill Code Certified	Hours Worked per Skill Code Routine
1						
2						
3						
Charter Fee Amount	Trip Route or Charter Type	Start Time	Number of Passengers inc. infants in arms	Total No. of All Souls on board Inc. Crew		
Information in Case of Emergency Route, Start Time, Pax Numbers and All Souls on Board details To be phoned through to Operations Manager BEFORE departure 07860 329 477						
Volunteers Hours Worked & Charter Fee Payment Report						
Total hours worked by team per skill code			Charter Fee Payment Method			
<div> <div>'Certificated' - Steerers</div> <div>'Routine' - Cabin & Bank</div> </div>			Paid in advance to CCT Office £ :			
			Cash payment* = £ :			
			Cheque payment* = £ :			
Operational or Administration Notes			*Delivered to Boats West Manager ✓			
			Team Leader Signature			

Gateway No. 12

Operations Manager's Check List

The Small Passenger Boat Operations Manager will complete an Operations Manager's Check List.

The Operations Manager's Check List is a matrix questionnaire which serves as a verification statement.

The affirmative completion of all twelve elements verifies that all 'Gateways' are in place for the Small Passenger Boat Operation to proceed.

The Operations Manager's Check List must be reviewed & verified as circumstances demand.
Examples include: Change or extension of cruising route; Change of or additional vessels;
Changes to Risk Assessment & Method Statement in respect of any of the above.

The Operations Manager's Check List

A tick in the 'Yes' box verifies that the Operation Manager has carried out an examination and evaluation of each Gateway thereby confirming that all requirements are met for the Small Passenger Boat Operation to proceed.

The date of examination & evaluation must be recorded together with the signature of the Operation Manager.

No.	Gateway Title	Yes	Date of Verification	Operation Manager's Signature
1	Risk Assessment & Method Statement			
2	Local Area Evaluation & Emergency Services Plan			
3	Operational Best Practice & Safety Procedures Manual			
4	Medical Fitness of Steerer - Self Certification			
5	Steerer's Qualification			
6	Personal Safety Training			
7	Emergency First Aid Training			
8	Fire Safety Training			
9	Vessel Evacuation Plan & Passenger Safety Address			
10	Insurance - Vessel & Third Party Liability			
11	Operational Records			
12	Operations Manager's Check List			



**INLAND
WATERWAYS**
ASSOCIATION

**Certificate of Competency
in
The Management of a Small Passenger Boat Operation**

Distribution List

1. Operations Manager
2. Directors / Trustees of the Organisation
3. IWA HQ

**Certificate of Competency
in
Steering a Small Passenger Boat**

Distribution List

1. Steerer
2. Operations Manager
3. IWA HQ



The Inland Waterways Association
Certificate of Boat Management for Small Passenger Boats
(Vessels carrying 12 passengers or fewer)
Operating on Category A Waters
Defined as
Narrow rivers and canals
where the depth of water is generally less than 1.5 metres

**Certificate of Competency in
The Management of Small Passenger Boat Operation**

Certificate No. _____

Boat Name/s _____

Navigation/s _____

I hereby certify that (name) _____ has demonstrated a
level of knowledge & practical competency necessary to carry out the duties of
the Operations Manager of a Small Passenger Boat Operation as defined above

Assessment Criteria

Risk Assessment & Method Statement, Local Area Evaluation & Emergency Services Plan,
Operational Best Practice & Safety Procedures Manual,
Self Certification of Medical Fitness, Operator's Qualifications, Personal Safety,
Emergency First Aid Training, Fire Safety, Insurance - Vessel & Third Party Liability,
Vessel Evacuation Plan & Passenger Safety Address,
Operational Records including Daily Record Log, Vessel Log,
Operations Manager's Check List

Assessor

Print Name _____ Accredited by _____

Signature _____ Date _____

Candidate

Print Name _____

Signature _____ Date _____



The Inland Waterways Association
Certificate of Boat Management for Small Passenger Boats
(Vessels carrying 12 passengers or fewer)
Operating on Category A Waters
Defined as
Narrow rivers and canals
where the depth of water is generally less than 1.5 metres

**Certificate of Competency in
Steering a Small Passenger Boat**

Certificate No. _____

Boat Name/s _____

Navigation/s _____

I hereby certify that (name) _____ has demonstrated a level of knowledge & practical competency necessary to carry out the duties of the Steerer of a Small Passenger Trip Boat on Category A Waterways as defined above

Assessment Criteria

Demonstrated Practical Boat Handling Skills / Steerer's Qualifications
Self Certification of Medical Fitness, Knowledge of Operational Best Practice & Safety
Procedures Manual including Risk Assessment & Method Statement,
Local Area Evaluation & Emergency Services Plan & Personal Safety Regime
Emergency First Aid, Fire Safety, Vessel Evacuation Plan & Passenger Safety Address,
Operational Records including Daily Record Log, Vessel Log & Steerer's Check List

Assessor

Print Name _____ Accredited by _____

Signature _____ Date _____

Candidate

Print Name _____

Signature _____ Date _____