

- Information for RYA affiliated clubs and RYA recognised training centres testing candidates for the International Certificate for Operators of Pleasure Craft (ICC)

Ref **ICCTC / TG10-14**

# Guidance Notes

For

## **RYA ICC Test Centres**

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## THE ICC - IN BRIEF

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The ICC (International Certificate for Operators of Pleasure Craft) provides evidence of competence when requested by officials in foreign countries.

It is issued under the United Nations Economic Commission for Europe (UNECE) Inland Transport Committee Working Party on Inland Water Transport Resolution 40 which details how and to whom the ICC may be issued.

EU member states are not obliged to accept the ICC. Its validity is determined by the visited country, so it is not a truly international qualification, but it is a valuable document as it is the only international evidence of competence that exists for pleasure boaters in Europe.

The fact that a candidate is eligible to receive a UK ICC issued by the RYA does not mean that it will be acceptable evidence of competence in the country in which they plan to go boating. The onus is on ICC holders to determine its acceptability by foreign states, as the ICC was never intended to be an alternative to individual national qualification requirements.

The ICC cannot be commercially endorsed and should never be used as evidence of competence for commercial activities.

RYA recognised training centres, affiliated clubs and instructors must ensure that their customer's intended use of the ICC falls within its scope, and should make customers aware that they need to check whether the certificate will be accepted by the flag state in which they intend to go boating.

For more detail about the background, scope and limitations of the ICC, see Appendix 1.

### Useful contacts:

#### **RYA Cruising Team: [cruising@rya.org.uk](mailto:cruising@rya.org.uk)**

Training centres and instructors are welcome to contact us for information on where the ICC is required or recommended for UK flagged pleasure vessels. However it is likely the applicant will need to contact the authorities of the country in question for definitive advice.

#### **RYA website: [www.rya.org.uk/infoadvice/boatingabroad](http://www.rya.org.uk/infoadvice/boatingabroad)**

General information on pleasure boating abroad including information on individual country requirements for the more commonly visited countries and translations of many RYA certificates. Access to some pages is restricted to RYA members only.

#### **RYA website: [www.rya.org.uk/go/eoca](http://www.rya.org.uk/go/eoca)**

Further information about where the RYA recommends having an ICC.

## HOW STUDENTS GET AN ICC

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It is essential, if candidates are taking an ICC assessment or are taking a course because they want to use it subsequently to obtain an ICC, that RYA recognised training centres, affiliated clubs and instructors first ensure that candidates are eligible for the ICC to be issued to them.

### Who can get an ICC from the RYA

The RYA is authorised by the Maritime and Coastguard Agency (MCA) to issue the ICC, on behalf of the UK Government, to qualifying individuals. Applicants for the UK ICC issued by the RYA must be eligible to be issued the certificate and must demonstrate the necessary knowledge and skills.

### Eligibility

The certificate is available to a person who fulfils the following eligibility criteria:

- has reached the age of 16;
- is physically and mentally fit to operate a pleasure craft, and in particular, has sufficient powers of vision and hearing;
- presents one of the specified UK certificates or has successfully passed an examination to prove the necessary competence for pleasure craft operation; and
- who presents evidence of nationality or residency to show that their nationality does not precluded them from being issued with an ICC by the RYA.

### Evidence of nationality or residency

The RYA is authorised by the Maritime and Coastguard Agency (MCA) to issue a UK ICC to the nationals of any country EXCEPT individuals who are a national of another UNECE member state which has accepted Resolution 40 and who are also resident in another UNECE member state which has accepted Resolution 40, unless the RYA has been given written permission to do so by the Government of the relevant country.

The list of UNECE member states that have accepted Resolution 40 is subject to change without notice (i.e. whenever the government of a country adopts Resolution 40). The current list is available on the RYA web-site at [www.rya.org.uk/go/icc-no](http://www.rya.org.uk/go/icc-no).

A person's eligibility can therefore change during the period the ICC is valid for. Should this be the case, the certificate holder must notify the RYA and surrender the certificate; no refunds of any nature will be given. If the certificate holder cannot satisfactorily demonstrate his or her continued eligibility when the certificate expires it will not be renewed by the RYA.

Applicants are required to provide evidence of their eligibility when they first apply for an ICC and must provide evidence that they remain eligible to be issued with the ICC on renewal.

An individual who is not eligible to be issued with a UK ICC by the RYA (by virtue of their nationality and place of residence) should be able to obtain an ICC from their own Government. They must however note that possession of an RYA certificate does not entitle them to a certificate issued by any other organisation or on behalf of any other national Government.

Individuals with dual nationality may apply for the UK ICC issued by the RYA if either nationality makes them eligible to do so. It should however be noted that only the nationality which made the individual eligible for the certificate to be issued will be recorded on the ICC.

### Demonstrating the necessary knowledge and skills

Resolution 40 requires that applicants for the ICC prove that they have sufficient knowledge and ability to safely operate a pleasure craft. This can be done by presenting a recognised national certificate issued by the country which is issuing the ICC. Alternatively the Resolution makes provision for boaters to pass an examination – the ICC Assessment.

The UK ICC issued by the RYA has five categories: Inland Waters, Coastal Waters, Power, Sail and Personal Watercraft. When an ICC is issued, only the categories for which competence has been demonstrated will be validated.

## **Validating the Coastal and Inland Categories**

The ICC does not distinguish between tidal and non-tidal coastal waters and Resolution 40 does not set out a comprehensive definition of what is meant by “coastal” and “inland” but the intention is that they are mutually exclusive – i.e. “coastal” is anything that is not “inland”.

Resolution 40 does however require that candidates for coastal waters have knowledge of the International Regulations for Preventing Collisions at Sea (COLREGs) and candidates for inland waters have knowledge of the traffic regulations applicable on inland waters, in particular the European inland waterways regulations - the Code Européen des Voies de Navigation Intérieure (CEVNI).

Signs, rules and procedures for navigating many of the European inland waterways are all included within CEVNI and in the same way as pleasure craft on coastal waters are expected to abide by the COLREGS, pleasure craft on many of the inland waterways of Europe, which in places are heavily utilised by commercial traffic, are expected to know the CEVNI as this is the basis of many of the various countries' own regulations.

### **Coastal Waters**

Where the applicant took their course or examination normally determines (but with a couple of exceptions) whether or not the coastal waters category will be validated as the syllabus for an eligible RYA or MCA practical course taken on coastal waters includes the COLREGs.

### **Inland Waters**

Taking an eligible RYA or MCA practical course does not automatically validate the inland category in the same way. This is because CEVNI is not covered in the UK's courses, as these regulations are not in use in the UK. Every candidate wishing to have the inland category validated on their ICC must therefore first pass the ICC CEVNI test.

There is no separate CEVNI certificate or CEVNI endorsement. Passing the ICC CEVNI test simply allows the inland category on an ICC to be validated, thereby indicating that the holder has demonstrated knowledge of the CEVNI regulations as required by the Resolution.

All candidates requiring the inland category validated must pass the ICC CEVNI test irrespective of whether the regulations are in force in the country or on the river, lake or canal where they intend to go boating.

Applicants who only have an eligible RYA or MCA practical course completion certificate or certificate of competence taken inland or who take an inland ICC assessment, must pass the ICC CEVNI test to receive an ICC as the certificate would otherwise be invalid.

## **Validating the type of vessel categories**

To validate all the categories on an ICC, the applicant must be assessed on or present an eligible RYA or MCA practical course completion certificate or certificate of competence to cover each category. It is perfectly acceptable to be assessed for one category and present a certificate for another category.

### **The ICC Assessment**

Applicants for the UK ICC issued by the RYA who have not yet successfully completed an acceptable RYA or MCA practical course, but already have the required level of competence can take the ICC Assessment to prove their competence.

The syllabus for the ICC assessment can be found in Appendix 3 of this document and is also published on page 3 of the ICC application form (see [www.rya.org.uk/go/iccform](http://www.rya.org.uk/go/iccform)). Candidates can also purchase the RYA ICC Handbook to guide them through the requirements.

The assessment must be conducted on the correct type of vessel for the category required. This may mean that two vessels are required for example if the applicant requires the sail category and the power category without the restriction to only use power driven vessels of under 10m LOA.

Certificates issued to candidates who have been assessed for the sail (including auxiliary engine) category will also have the power category with the “up to 10m LOA” restriction validated. This is because part of the practical test will be carried out whilst handling the boat under power and is to allow them to drive a tender with an outboard motor.

*N.B. The ICC assessment is not applicable to Personal Watercraft. If an applicant requires the Personal Watercraft category validated on an ICC they must present a copy of one of the certificates listed in the table below.*

**The table indicates the eligible certificates and the categories they will validate on the ICC.**

EVIDENCE OF COMPETENCE (Please send photocopies, not original certificates)	ICC CATEGORIES VALIDATED			
	POWER	PWC	SAIL*	COASTAL WATERS
RYA National Powerboat Certificate (Inland) Level 2 or higher	R	✓		
RYA National Powerboat Certificate (Coastal) Level 2 or higher	R	✓		✓
Advanced Powerboat RYA/MCA Certificate of Competence	✓	✓		✓
RYA Inland Waterways Helmsman Certificate	✓			
RYA Helmsman's Course Completion Certificate	✓			
RYA Day Skipper / Coastal Skipper Practical Course Completion Certificate (Power)	✓			✓
RYA Day Skipper / Coastal Skipper Practical Course Completion Certificate (Sail)	R		✓	✓
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Power)	✓			✓
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Sail)	R		✓	✓
MCA Deck Officer Certificate of Competence [Any Grade]	✓			✓
RN, Army or RAF Bridge Watchkeeping Certificate	✓			✓
MCA or Local Authority Boatman's Licence	✓			✓
MCA Boatmaster Certificate **	✓			
RYA Personal Watercraft Proficiency Certificate		✓		✓

R - The ICC's validity for power will be restricted to vessels “up to 10m LOA”.

\* Sail (including auxiliary engine)

\*\* Only an MCA Boatmaster Tier 1 Level 2 certificate can be used as evidence for a coastal ICC.

### Applying for the ICC

Application forms are available from the RYA or can be downloaded from the website [www.rya.org.uk/go/iccform](http://www.rya.org.uk/go/iccform).

The ICC is issued by the RYA Certification Department on receipt of a completed application form. The completed application form must be sent to the RYA with:

- a passport sized photograph (with the applicant's name on the reverse);
- proof that their nationality or country of residence make them eligible to be issued with a UK ICC issued by the RYA;
- evidence of their competence (relevant sections of the application signed to say they have passed the ICC assessment or the ICC CEVNI test or photocopies of any certificates they are presenting as evidence enclosed; and
- payment (including the fast track fee if required) – the ICC is issued free of charge to RYA members.

The ICC is valid for 5 years.

Applicants must allow 21 days for the certificate to be issued. Regrettably the RYA is unable to respond to requests to check the progress of an ICC application within the first 14 days of this period. If a candidate requires the ICC sooner a Fast Track Service, which guarantees a 2 working day turnaround from the date we receive your application, is available. Details of the fees can be found on the ICC application form.

## **Renewing an ICC**

Unless additional categories need to be added to the ICC, the renewal process is simply a paper exercise.

The new certificate, valid for a further 5 years, will be issued with the same categories validated as the existing certificate. The only exception to this is for certificates issued prior to 1st April 1999, where certificates will only be re-validated for inland waters if the RYA has proof that the holder has passed the ICC CEVNI test.

If the certificate holder requires any additional categories validated, they will need to pass the appropriate ICC assessment or provide the necessary documentary evidence of competence.

Holders must also provide proof of their continued eligibility to renew an ICC.

An ICC renewal form will be sent to the holder shortly before the certificate is due to expire; therefore it is important that certificate holders keep the RYA informed of any changes to their address. A renewal form can also be downloaded from the RYA web-site or requested from the RYA Certification Department.

## **Charges**

Issue of the ICC is free of charge for existing RYA members. It is possible to join the RYA at the same time as applying for the ICC and the certificate will be issued free of charge. This is often cheaper than paying for the certificate to be issued (see the ICC application form for the current fee which is the same for new applications and renewals).

## **Fast Track Service**

The Fast Track Service guarantees a 2 working day turnaround from the date an application is received. The UK ICC issued by the RYA can only be issued at the RYA head office in Hamble and the Fast Track fee is also payable if you visit the RYA in Hamble in person.

The cost of the Fast Track Service can be found on page 4 of the ICC Application Form and on the ICC Renewal Form. A reduced fee is charged to RYA Members.

## **New Zealand**

Special arrangements are in place for applications from New Zealand through the New Zealand Coastguard Boating Education Service.

## ICC ASSESSMENTS AT RYA TRAINING CENTRES

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RYA recognised training centres can conduct ICC Assessments for the disciplines in which recognition is held. Authority to assess for the ICC will be given to centres recognised for the following disciplines: Powerboating, Inland Waterways Helmsman, Motor Cruising and Sail Cruising.

- Training centre recognition is not granted purely for running ICC assessments. The primary business of the centre must be in running one or more of the training schemes.
- All assessments must be authorised by the Principal of the RYA recognised training centre.
- Tests can be run on training centre boats or customers' own boats, so long as the type of boat complies with the centre's RYA recognition.
- ICC assessments for sail may be run by RYA recognised sail cruising centres.
- ICC assessments for power categories can be run by powerboat, motor cruising and inland waterways training centres as follows:

TYPE OF TRAINING CENTRE	ICC Assessment on the centre's vessel	ICC Assessment on the customer's own boat under 10m LOA	ICC Assessment on the customer's own boat 10m LOA & over
<b>Powerboat:</b> Centre vessel, regardless of size or type	Power - up to 10m LOA	Power - up to 10m LOA	Power - Yes
<b>Motor Cruising:</b> Centre vessel up to 10m LOA	Power - up to 10m LOA	Power - up to 10m LOA	Power - Yes
<b>Motor Cruising:</b> Centre vessel length 10m LOA and over	Power - Yes	Power - up to 10m LOA	Power - Yes
<b>Inland Waterways:</b> Centre vessel up to 10m LOA	Power - up to 10m LOA	Power - up to 10m LOA	Power - Yes
<b>Inland Waterways:</b> Centre vessel length 10 m LOA and over	Power - Yes	Power - up to 10m LOA	Power - Yes

### The CEVNI Test

In addition to the training centres shown above, RYA recognised shorebased training centres can run the CEVNI multiple choice test. Anyone offering this test through their training centre must themselves be familiar with the CEVNI rules.

## ICC ASSESSMENTS AT RYA AFFILIATED CLUBS

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RYA affiliated clubs wishing to conduct the ICC Assessment should apply to the RYA using the form in Appendix 5.

- Assessments can be run for club members on members' own boats, or on club boats.
- All assessments must be authorised by a flag officer of the club.
- The person conducting the test and the flag officer must both confirm that the candidate passed the assessment by completing section 5 of the ICC application form.
- The club must have access to appropriately qualified testers as detailed in the table below.
- Testers must only assess on board types of boats with which they are familiar.

### The CEVNI Test

RYA affiliated clubs that are authorised to run ICC assessments may also run the CEVNI multiple choice test. Anyone offering this test at their club must themselves be familiar with the CEVNI rules.



## QUALIFICATIONS OF TESTERS

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- Testers are not allowed to operate on a freelance basis.
- Testers must only conduct ICC assessments with the authority of their training centre principal or club flag officer.
- The tester must be familiar with the type of boat being used for the assessment.

**The following people can automatically run ICC assessments through their club or training centre. No Tester briefing is required:**

QUALIFICATION HELD BY TESTER	POWER**	SAIL***	COASTAL WATERS
Powerboat Instructor or higher (Coastal)	✓		✓
Powerboat Instructor (or higher) with Yachtmaster Coastal (Sail)	✓	✓	✓
Yachtmaster Instructor (Sail)		✓	✓
Yachtmaster Instructor (Power)	✓		✓
Yachtmaster Examiner (Sail)		✓	✓
Yachtmaster Examiner (Power)	✓		✓
Dinghy Senior Instructor (or higher) with Yachtmaster Coastal (Sail)		✓	✓
Cruising Instructor (Sail)		✓	✓
Cruising Instructor (Power)	✓		✓
Inland Instructor ****	✓		

**The following people can run ICC assessments through their affiliated club following attendance at a Tester briefing at the club (see Appendix 6):**

QUALIFICATION HELD BY TESTER	POWER**	SAIL***	COASTAL WATERS
Yachtmaster Offshore or higher (Power)	✓		✓
Yachtmaster Offshore or higher (Sail)		✓	✓
Advanced Powerboat Certificate of Competence	✓		✓

### NOTES:

\*\* If the assessment is carried out on vessel under 10m LOA this must be noted on the applicant's ICC application form in section 5 and the ICC's validity for power will be restricted to vessels "up to 10m LOA".

\*\*\* The power category will also be validated with the "up to 10m LOA" restriction to allow the applicant to drive a tender with an outboard.

\*\*\*\* The ICC applicant must pass the ICC CEVNI test for an ICC valid for Inland Waters to be issued.

## APPENDIX 1: ABOUT THE ICC

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The ICC (or to give it its full title International Certificate for Operators of Pleasure Craft) is a certificate which is intended to provide evidence of competence when requested by officials in foreign countries. It is sometimes known as the International Certificate of Competence.

It is issued under the United Nations Economic Commission for Europe (UNECE) Inland Transport Committee Working Party on Inland Water Transport Resolution 40. It is this resolution which details how and to whom the ICC may be issued, the syllabus requirements, the layout of the certificate and it also lists the countries which have notified the UNECE Secretariat that they have accepted the resolution.

The validity of the ICC is frequently misunderstood. **The ICC is not the boating equivalent of the EU driving licence for road vehicles, which all EU member states are obliged to accept.** The ICC's validity is in fact determined by the visited country, so it is not a truly international qualification. It is nevertheless a valuable document when boating abroad as the ICC is the only international evidence of competence that exists for pleasure boaters in Europe.

It is essential that RYA recognised training centres, affiliated clubs and instructors understand the limitations of the ICC. **The fact that a candidate is eligible to receive a UK ICC issued by the RYA does not mean that it will be acceptable to the flag state of the boat they own, use or hire and it does not mean that it will be accepted as evidence of competence in the country in which they plan to go boating.**

Where evidence of competence is required by the country of registration (the Flag State) pleasure boaters must comply with those regulations. Additionally, when in the waters of another country they must also comply with any requirements of the visited country (the Coastal State). This is where an ICC can prove to be useful.

### **So what does the ICC do?**

When you visit another country, in most circumstances (in accordance with the United Nations Convention on the Law of the Sea) you can be required to comply with the maritime legislation of the visited country (the Coastal State) in addition to that of your vessel's country of registration (Flag State).

The regulations for pleasure craft can vary considerably from one country to another and the regime for skipper training and licencing can be equally disparate; the ICC helps to overcome the difficulties these differences can cause.

An ICC issued by a contracting Government to Resolution 40 indicates that the certificate holder has demonstrated the level of competence required by Resolution 40 for the certificate to be issued. In other words it is an assurance from one Government to another that the certificate holder is sufficiently competent to be driving a pleasure craft, despite not holding the visited country's national certificate.

### **Formal acceptance of the ICC**

The ICC should be automatically accepted in countries which have adopted Resolution 40. However of the 56 UNECE countries, able to accept the resolution the UK is one of only a handful which have fully adopted Resolution 40. Many of the eligible countries have not accepted Resolution 40, some still apply Resolution 14 which Resolution 40 was intended to replace and others only apply Resolution 40 in part or with caveats attached.

### **Wider (informal) acceptance**

The ICC is however a far more useful document than the Resolution's formal acceptance would suggest. Although acceptance of the ICC by the visited country should be because the visited country itself has adopted Resolution 40, the ICC is sometimes recognised as an acceptable certificate in the visited country's national legislation and is quite often accepted on a purely informal basis. Spain, Greece and Portugal, for example, have not adopted Resolution 40 but are still likely to ask visitors for an ICC.

The ICC may be acceptable for visiting foreign flagged vessels, foreign flagged vessels being kept in the Coastal State and / or vessels flagged in the Coastal State. It should never be assumed that the ICC will be accepted as an alternative to the national qualification of the vessel's flag state. **The onus is on ICC holders to determine its acceptability by foreign states**, as the ICC was never intended to be an alternative to individual national qualification requirements.

The ICC cannot be commercially endorsed and should never be used as evidence of competence for commercial activities.

The UNECE publishes an annual report on the acceptance of the Working Party on Inland Water Transport resolutions – including Resolution 40. The latest report is published at <http://www.unece.org/trans/main/sc3/sc3res.html>

## APPENDIX 2: CONDUCT OF TESTS

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### ICC CEVNI TEST

The CEVNI test can be taken on paper or online. Two test papers are available, which should be used in rotation. These are based on the CEVNI rules as set out in the RYA Book 'European Waterways Regulations' (order code G17), which also contains a sample test paper to give candidates an indication of the level of knowledge required. A knowledge of the IRPCS would also be an advantage for your students.

Answer papers are not available - for obvious reason we do not wish to have such answer papers in general circulation.

If offering the CEVNI test on paper, please do not allow candidates to take away the test papers. It is recommended that you give each candidate a separate blank sheet of paper on which to write their answers.

- The recommended exam fee is £25, although you may wish to charge for tuition.
- You may examine as many candidates as you wish.
- Pass mark: 22 correct answers out of 30.
- Use an alternative paper for re-sits.

Whether taking the test on paper or online, candidates automatically have two chances to pass the CEVNI test. If they don't pass, the tester may offer some tuition before they try the test again.

When the candidate has successfully completed the test, the tester and centre principal or club flag officer must sign section 5 of the ICC application form.

Please contact RYA Training if you want to become recognised to offer the online CEVNI test.

### ICC ASSESSMENT

The syllabus and tasks to be completed during ICC assessment are detailed on the ICC application form. The aim of the test is to give the candidate the opportunity to show that he or she is capable of handling a boat safely and considerately.

Some coaching is permitted during the test to help the candidate achieve the required standard.

The candidate can reasonably expect politeness and good humour from the person carrying out the test.

The biggest barrier to a successful test is the candidate's nerves. This can be overcome by the following:

- Having a friendly and relaxed manner yourself.
- Getting the candidate involved in an activity as quickly as possible (without putting pressure on them).
- If the candidate has carried out a manoeuvre well, then say so.
- Don't be inscrutable, talk to the candidate and the rest of the crew.

The existence of any test implies that there must be people who will not be up to standard. The tester's most difficult job is to break the bad news as gently as possible.

This can be made easier by:

- Making sure the candidate knows that his overall performance has been below standard. In many cases it will be obvious because of the failure to complete an exercise. Try to set practical tests which can be failed without requiring the tester to stop the exercise or take control.

- De-brief constructively. Praise what was done well. Suggest ways of improving what was done badly rather than simply stating that it was below an acceptable standard.
- If possible, organise a re-test of the tasks that were not achieved. A deferment is always more palatable than a straight fail.
- Ensure that the unsuccessful candidate understands what needs to be done in order for them to be successful when they next attempt the assessment.

The test has two parts:

*Practical*      The purpose of the practical test is to give every candidate the opportunity to show that they are capable of skippering a boat without endangering or damaging other people, boats or the marine environment.

*Oral/Written*      Tests knowledge of regulations, safety, navigation and pilotage

**The full syllabus for both the practical and the oral / written elements of the assessment are reproduced on page 3 off the ICC application form and in Annex 2 of this document.**

**Sample questions for the oral / written elements of the assessment can be found in Annex 3 of this document.**

## APPENDIX 3: SYLLABUS FOR ICC ASSESSMENT OF COMPETENCE

### ORAL / WRITTEN ELEMENTS

#### ALL CANDIDATES

##### Regulations

- 1. Knows responsibility for keeping a proper lookout
- 2. Can determine a 'safe speed'
- 3. Can recognise a potential collision situation
- 4. Can identify 'give way' vessel in a collision situation
- 5. Knows what action to take as 'give way' and 'stand on' vessel
- 6. Knows responsibilities of a small vessel in a narrow channel
- 7. Can recognise manoeuvring signals (1.2.3 & 5 short blasts)
- 8. Can make and recognise visual distress signals

##### Safety

- 1. Is able to use and instruct crew on the use of:
  - Life jackets
  - Distress alerting (e.g. DSC VHF, EPIRB, Flares, etc.)
  - Fire extinguishers
  - Kill cord (if fitted)
- 2. Can prepare a boat for use and take sensible precautions before setting out, including:
  - Engine checks
  - Check fuel for range / duration of trip
  - Obtain weather forecast
  - Avoid overloading boat

#### CANDIDATES FOR COASTAL WATERS ONLY

##### Regulations

- 1. Knows rules relating to Traffic Separation Schemes
- 2. Knows requirements for navigation lights and shapes to be displayed by own vessel
- 3. Can recognise the following from the lights: Power driven, sailing vessel, vessel at anchor, tug and tow, fishing vessel, dredger
- 4. Knows sound signal to be made by vessels as in Q3

##### Navigation

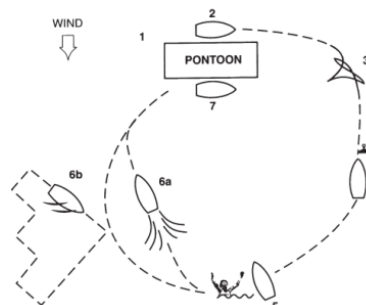
*(Chart & Plotting Instruments required)*

- 1. Can interpret a navigational chart, understand significance of charted depths and drying heights and can identify charted hazards
- 2. Can plot position by cross bearings and by latitude / longitude
- 3. Can determine magnetic course to steer, making allowances for leeway and tidal stream
- 4. Can use a tide table to find times and heights of high and low water at a standard port
- 5. Can determine direction and rate of tidal stream from a tidal stream atlas or tidal diamonds on a chart
- 6. Understands basic use of GPS

##### Pilotage

- 1. Can recognise, by day and night, and understand significance of buoys of the IALA system
- 2. Knows sources of information on: local regulations, port entry and departure signals, VTS and Port Operations Radio
- 3. Can plan a harbour entry/departure, taking account of possible presence of large vessels and avoiding navigational hazards

### PRACTICAL ELEMENTS (ALL CANDIDATES)



##### 1. Start

- Give safety briefing including use of safety equipment
- Has listened to weather forecasts
- Pre start engine checks
- Use kill cord (if fitted)
- Start engine
- Check cooling
- Knows fuel range

##### 2. Depart from Pontoon

- Understands use of springs to depart from lee wall/pontoon
- Communicate with crew
- Position fenders correctly

##### 3. 360° Turn in Confined Space

##### 4. Securing to Buoy

- Communicate effectively with crew
- Prepare warp
- Choose correct angle of approach
- Control speed of approach
- Secure boat effectively
- Depart from the mooring safely

##### 5. Man Overboard

- Observe MOB or instruct crew to do so
- Demonstrate correct direction and speed of approach
- Make suitable contact with MOB

##### 6a. Planing Speed Manoeuvres [if appropriate]

- Choose suitable area
- Show awareness of other water users
- Warn crew before each manoeuvre
- Look around before S and U turns
- Control speed on U turns

##### 6b. Handling Under Sail [if appropriate]

- Sail triangular course with one leg to windward
- Choose suitable area for hoisting/lowering sails
- Use sails suitable for prevailing conditions
- Show awareness of wind direction
- Trim sails correctly on each point of sailing
- Warn crew before manoeuvres
- Look round before tacking and gybing
- Control sails during tacking and gybing

##### 7. Coming Alongside Windward Pontoon

- Communicate effectively with crew
- Show awareness of other water users
- Prepare warps/fenders
- Choose correct angle of approach
- Control speed of approach
- Stop boat in place required and secure to pontoon
- Stop engine

## APPENDIX 4: SAMPLE QUESTION FORMATS

### REGULATIONS

- 1 'Why should there always be two people in a ski-boat?'  
'Is it permissible to have nobody on deck or in the wheelhouse of a cruiser?'

*Ensure that the candidate knows that a good lookout must be kept at all times.*

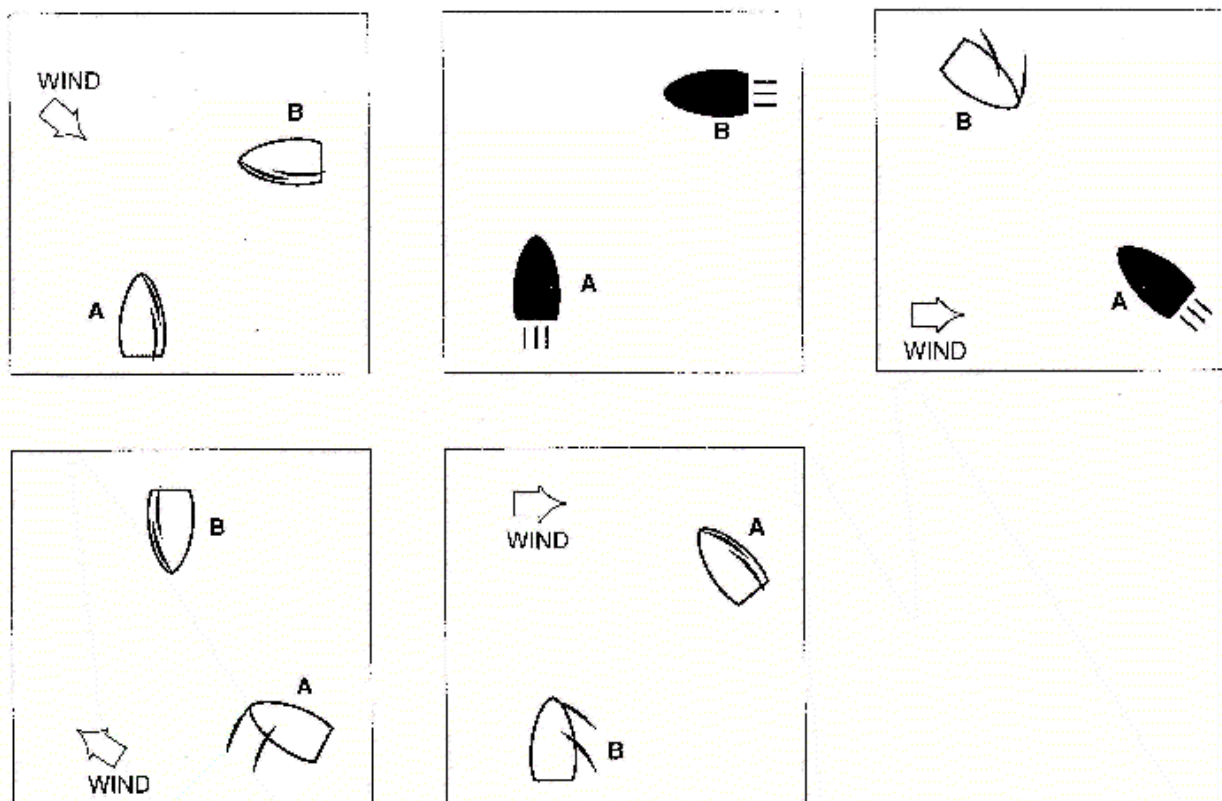
- 2 'In thick fog, how fast should you go?'  
'If you were taking a motor cruiser through a group of racing dinghies, how fast would you go?'

***Ensure that the candidate knows that speed must be slow enough to give full control in all circumstances.***

- 3 'How could you establish whether there was a risk of collision with an approaching vessel?'

***Ensure that the candidate knows that a steady compass bearing indicates a risk of collision.***

- 4/5 Use diagrams such as these, ensure that the candidate knows which is the 'give way' and 'stand on' vessel, and what action each should take, including action by 'stand on' vessel if 'give way' vessel is not taking sufficient action.



- 6 'You are in a narrow channel and a large ship approaches, what action should you take?'  
'What should you do before crossing a narrow channel?'

***Ensure that the candidate knows that small boats must not impede the passage of large vessels in narrow channels.***

- 7 'What are the meanings of the following signals:  
1 short blast  
5 short blasts?'

**Ensure that the candidate understands the meanings of manoeuvring signals.**

- 8 'If you had no radio on board, how would you signal distress?'  
'What does an orange smoke signal mean?'

**Concentrate on the most commonly used signals.**

- 9 'On the Dutch inland waters, what books must you have on board?'

**Ensure that the candidate knows that on most European inland waterways the rules require every boat to have a copy of the National regulations on board.**

## SAFETY

- 1 Ask the candidate for a crew brief or practical demonstration.
- 2 Ask the candidate to tell you what they would do before setting out on a particular trip. (This duplicates part of the practical test).

## ADDITIONALLY FOR CANDIDATES REQUIRING A CERTIFICATE FOR 'COASTAL WATERS' AND 'ALL WATERS'.

### Regulations

- 1 'If you had to cross a traffic separation scheme, how would you do so?'

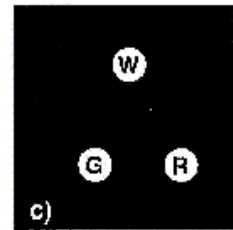
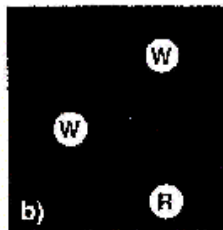
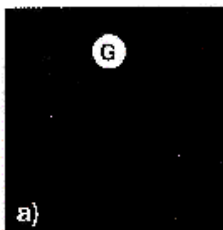
*Ensure that the candidates know the basic rules for following and crossing traffic separation schemes.*

- 2 'What lights should you show on your own boat at night?'

*Restrict questions to the candidate's own type of boat.*

'What types of vessel are indicated by the following lights? What aspect is shown?'

*Concentrate on the vessels shown below, 4 vessels minimum. You need not test all the possible types.*



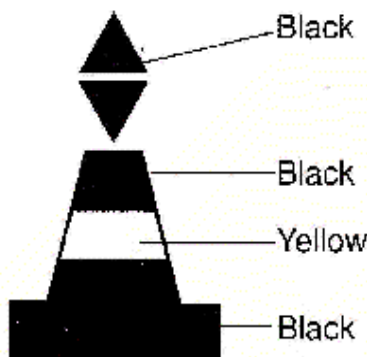
- 3 'What sound signal would you make in your own vessel in fog?'  
'What is the meaning of one long and two short blasts?'



The second sample question should elicit an answer which covers some (but not all) of the vessels which might make this signal.

## PILOTAGE

- 1 Questions should be in the form of 'What is this buoy and what is its significance?' rather than 'What colour/shape/light characteristic of buoy should be used here?'



- 2 'Where would you find the local regulations for ..... harbour?'

*Ensure that the candidate knows that local rules exist and can be found in Sailing Directions / Pilot Books and Nautical Almanacs.*

- 3 Use a sample chart and talk through the main points in the entry or departure plan. In particular, make sure that the plan is appropriate to a small boat and not a large ship.

## NAVIGATION

- 1 Use a sample chart and concentrate on the common and important chart symbols, eg rocks, wrecks and the difference between a charted depth and a charted drying height.

- 2 Prepare a 3-bearing fix and ask the candidate to plot it and give lat/long of the position.

- 3 Prepare a 'course shaping' question on the sample chart, in the form:

'You are at ..... buoy. Assuming the tidal stream is  $180(T)^\circ$  at 1 knot, what is the magnetic course to steer for ..... harbour, with a boat speed of 6 knots and no leeway?'

***A high level of precision is not necessary, the candidate should show that the principles of allowing for tidal streams is understood.***

- 4 Give the candidate a tide table and ask for the times and heights of today's high and low waters.

- 5 'What is the direction and rate of the tidal stream at ....., two hours after high water springs at the reference port?'

***Keep the question as simple as this, do not ask for interpolations.***

**APPENDIX 5: APPLICATION TO BECOME AN ICC TEST CENTRE  
TO BE COMPLETED BY AFFILIATED CLUBS ONLY**



Name of club:

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Address:

---

---

---

Tel:

Fax:

---

Email:

Website:

---

Names and qualifications of Tester(s):

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---

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---

Types of test to be carried out (please tick as appropriate):

Power up to 10m

Power up to 24m

Sail

Coastal

Inland (must include the CEVNI test)

CEVNI

Signature:

Date:

---

Name in capitals:

---

Position within the club:

---

Please return to:  
RYA Training Dept,  
RYA House,  
Ensign Way,  
Hamble,  
Southampton  
SO31 4YA

**APPENDIX 6: APPLICATION FOR A MEMBER OF AN AFFILIATED CLUB TO ATTEND AN ICC TESTER BRIEFING**



Name:

Address:

Tel (day):

Email:

Date of birth:

RYA membership number:

Next of kin (contact name and number):

Name of club or centre for whom you will be running tests:

RYA qualifications held (please give certificate numbers where applicable):

Type(s) of test that you wish to run (please tick as appropriate):

- |  |   |
|--|---|
| <input type="checkbox"/> Power up to 10m | <input type="checkbox"/> Power up to 24m                      |
| <input type="checkbox"/> Sail            |   |
| <input type="checkbox"/> Coastal         | <input type="checkbox"/> Inland (must include the CEVNI test) |
| <input type="checkbox"/> CEVNI           |   |

Please return to:  
RYA Training Dept,  
RYA House,  
Ensign Way,  
Hamble,  
Southampton  
SO31 4YA

## **APPENDIX 7: DOCUMENT ISSUED WITH EVERY RYA ICC**

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### **Essential steps to help you stay on the right side of the law**

#### **1. Know what legislation you are required to comply with**

Where evidence of competence is required by the country of registration (the Flag State) pleasure boaters must comply with those regulations. Additionally, when in the waters of another country you must also comply with any requirements of the visited country (the Coastal State).

Many European countries require the skipper of a pleasure craft to be able to provide evidence of his or her competence. In practice documentary evidence may seldom be inspected, but it is generally useful and in some countries essential to carry evidence of your competence, such as an ICC.

There is no international requirement for another country to accept a UK qualification in place of their own - except under certain conditions full STCW qualifications (for working aboard large commercial vessels). Some countries may accept the ICC as an alternative to their national qualification on their nationally flagged vessels, but this should never be assumed, as the ICC was never intended to be an alternative to individual national qualification requirements.

The RYA's advice (intended for British recreational boaters) on where evidence of competence is necessary is based both on what we understand the law to say and boaters' experiences in the country. It is available at [www.rya.org.uk/go/eoca](http://www.rya.org.uk/go/eoca).

#### **2. Understand the limitations of the ICC**

The fact that you are eligible to receive an UK ICC issued by the RYA does not mean that it will be acceptable to the flag state of the boat you own, use or hire and it does not mean that it will be accepted as evidence of competence in the country in which you plan to go boating.

**It is up to you to make the necessary enquiries to ensure the UK ICC issued by the RYA is the correct document specific to your circumstances.**

The validity of the ICC is frequently misunderstood. The ICC is **not** the boating equivalent of the EU driving licence for road vehicles, which all EU member states are obliged to accept.

The ICC is in fact of United Nations<sup>1</sup> (UN) origin and although the ICC allows the holder to voyage internationally this is only where the country to be visited has chosen to accept it.

It is essential that you check that the ICC is acceptable to the authorities in the country in which you intend to use the boat (bearing in mind the size and type of boat and where it is going to be used) and you make sure that you have the evidence of competence required by the legislation of the vessel's flag state.

The ICC issued by the RYA is issued on behalf of the UK Maritime and Coastguard Agency (MCA); it does not entitle you to any other certificate (in the UK or abroad).

The ICC cannot be commercially endorsed and should never be used as evidence of competence for commercial activities.

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<sup>1</sup> The United Nations Economic Commission for Europe (UNECE) Inland Transport Committee Working Party on Inland Water Transport's Resolution 40 regulates the issue of the International Certificate for Operators of Pleasure Craft (commonly referred to as the International Certificate of Competence - ICC), subject to any prescriptions the country concerned may have made.

### 3. Continued eligibility

The RYA is authorised by the Maritime and Coastguard Agency (MCA) to issue a UK ICC to the nationals of any country EXCEPT individuals who are a national of another UNECE member state which has accepted Resolution 40 and who are also resident in another UNECE member state which has accepted Resolution 40, unless the RYA has been given written permission to do so by the Government of the relevant country.

The list of UNECE member states that have accepted Resolution 40 is subject to change without notice (i.e. whenever the government of a country adopts Resolution 40). The current list is available on the RYA web-site at [www.rya.org.uk/go/icc-no](http://www.rya.org.uk/go/icc-no).

A person's eligibility can therefore change during the period the ICC is valid for. Should this be the case, the certificate holder must notify the RYA and surrender the certificate; no refunds of any nature will be given. If the certificate holder cannot satisfactorily demonstrate his or her continued eligibility when the certificate expires it will not be renewed by the RYA.

### 4. Help foreign officials help you

As yachtsmen travel further afield, the acceptance and knowledge of RYA certification by port officials is of greater importance. The ICC often assists, but the countries to which RYA certified skippers now venture far exceed its scope. We cannot make every country accept our qualifications, but the translations of the practical certificates provided on the RYA web-site and on the reverse side of newly issued certificates should make it easier for port officials to understand them and make an informed decision.

#### Who to contact

If you have a query relating to the ICC, this is best directed as follows:

#### Certification department

☎ 0844 556 9520 or +44 23 8060 4158 ✉ [certification@rya.org.uk](mailto:certification@rya.org.uk)

Request an ICC application form ([www.rya.org.uk/go/iccform](http://www.rya.org.uk/go/iccform))

Find out what has happened to an application

Cost of having an ICC issued

#### Training department

☎ 0844 556 9528 or +44 23 8060 4181 ✉ [training@rya.org.uk](mailto:training@rya.org.uk)

How to arrange an ICC assessment

How to arrange a CEVNI test

#### Cruising department

☎ 0844 556 9517 or +44 23 8060 4233 ✉ [cruising@rya.org.uk](mailto:cruising@rya.org.uk)

Foreign regulations - is an ICC required or recommended

General advice on taking your boat outside the UK for short trips