



Canadian Coast Guard Auxiliary (Pacific) Inc.

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Operations Memorandum

Date: January 17, 2003
To: Unit Leaders
CC: Board of Directors
From: Ryan Woodward, Director of SAR/Operations
Subject: Damage Claims Procedures & Injury Notification

All CCGA-P Unit Leaders are reminded that prior to commencing **ANY** repairs on vessels damaged during CCGA-P authorized activities you **MUST** have authorization from the Director of SAR/Operations. Exceptions to this are only applicable in instances where emergency repairs are necessary to prevent further damage or work that is necessary to allow for an estimate to be prepared. In all cases you are requested to contact the Director of SAR/Operations as soon as practicable. Failure to contact the Director of SAR/Operations in a timely manner to report a damage claim and/or failure to seek and receive authorization prior to commencing repairs may result in your claim being disallowed by the CCGA-P and/or our insurers.

Unit Leaders are further reminded that in any case where an injury is sustained on board a CCGA-P vessel during an authorized activity that the injured member's needs must be taken care of (e.g. first aid), the JRCC must be notified **IMMEDIATELY** and the Director of SAR/Operations must be notified as soon as practicable.

Additional information and guidance is always available from your Zone Director and/or the Director of SAR Operations. Unit Leaders are requested to please ensure that this information is made available to all coxswains and Owner Operators within their respective Units.

If you have any comments or questions regarding this memorandum, please do not hesitate to contact Ryan Woodward at home at 604-214-8206 on cellular/pager at 604-961-8206 or by email at ryan.woodward@ccga-p.ca.