



**Volunteers
Saving Lives
at Sea**

Operations Memorandum

Date: 5 March 2007

To: Unit Leaders

cc: Management Team

From: David Rees-Thomas, Manager 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 Manager 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 required to contact the Manager of SAR/Operations as soon as practicable. Failure to contact the Manager 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 Manager of SAR/Operations must be notified as soon as practicable.

In all cases involving damage or injury, please refer to CCGA-P Policy *MEM-111, Accident Reporting and Investigation*, which may be found on the CCGA-P web site under Operations->Policy. Additional information and guidance is always available from the Manager of SAR/Operations and/or your Area Director. 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 David Rees-Thomas, Manager of SAR/Operations, at home at 250-539-5405 or by email at sar@ccga-p.ca

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1400 volunteers in 49 units throughout the Pacific region