

	Standard Operating Procedure (SOP)	
	23-002	
	Original Date	Revision Date
	August 15, 2023	

SOP

Crew Readiness Physical Assessment Procedure

Reasons for SOP

This assessment is required to help ensure that all active RCMSAR crew members can meet the crew readiness standards.

Reference Documents:

- *Appendix A - Fitness Test Task Specifications, Guidelines, & Illustrations (below)*
- *Appendix B - Electrical Shock Drowning (ESD) Safety Bulletin (below)*

Definitions

Biennial: to be done every two years.

Annual Safety Review: PPT presentation available on SMS to be done annually.

Guidelines

The Crew Readiness assessment process consists of two components, and both must be completed as outlined to consider a volunteer as current.

Annual Safety Review

That annual safety review must be completed at a minimum once every twelve months. The review consists of two parts.

RCMSAR Annual Safety Review (Power Point)

To “promote a culture of safety”, RCMSAR stations are required to provide all operational members with an Annual Safety Review. A prepared PPT presentation located on SMS must be reviewed annually and the completion recorded at the station level.

Par-Q form

The Par-Q (Physical Activity Readiness Questionnaire) is a self-assessment tool that facilitates self-screening for physical activity with seven medical related questions. The Par-Q form is available to members to use annually as a guide to determine if they should proceed with the Physical Assessment test or continue with active crewing duties on the vessel.

If all Par-Q questions are completed with NO answers the member can proceed with the physical tasks of the Physical Assessment test. Any question(s) of concern where the answer is a yes, the member must alert their station leader and will become inactive until they have consulted a doctor.

NOTE: The Par-Q form is a personal assessment tool for each member to use. No records of completed PAR-Qs are to be kept by the Station.

Biennial Physical Fitness Test

The Biennial Physical Fitness Test must be completed once every two years and within 24 months of the previous test. The test consists of six components. All physical tasks must be completed for the test to be deemed successful.

There is a 20-minute time limit for each of the physical task components.

1. **Kisby Ring Toss**
2. **Anchor Raise**
3. **Pump Transfer**
4. **PIW Recovery**
5. **Personal Floatation Device (PFD) Competency**
6. **Self-Recovery**

New Member Testing

This SOP forms a part of the new crew sign offs. New members must successfully complete the RCMSAR Physical Assessment Test and Annual Safety Review prior to their check ride and any on the water activities.

Crew Physical Testing Cycle

Both the Physical Assessment Testing (every 24 months) and Annual Safety Review (every 12 months) must be completed for the volunteer to be considered current at the 24-month point. Stations will report the results through SMS using the RCMSAR Physical Assessment Test course form which will generate a certificate.

Example of assessment cycle:

year 1	Annual Safety Review PPT; Par Q Assessment Physical Assessment Test	Course report on SMS
year 2	Annual Safety Review PPT Par Q Assessment	Activity report on SMS
year 3	Annual Safety Review PPT; Par Q Assessment Physical Assessment Test	Course report on SMS
year 4	Annual Safety Review PPT Par Q Assessment	Activity report on SMS

Remedial Action

If a member does not pass all components of the Physical Assessment Test:

- There shall be a three-month remedial period to allow the member to become fit. During this remedial period, the member shall be deemed **inactive** as SAR crew.
- If the member is successful upon retesting, they may be reinstated as SAR crew.
- The Station Leader has the discretion to test sooner than three months if they believe the member has taken adequate steps to improve their physical ability and it is safe to do so.

If a member is off duty for significant medical reasons or injury, prior to returning to active crew duty, they will need to:

- Complete all aspects of the Physical Assessment test.
- Complete a return to duty clearance form signed off by their physician.

If the member refuses to or is unable to successfully complete the Physical Assessment test after three months:

- The Station Leader may disenroll them from SAR crew service in accordance with existing RCMSAR policy.
- The member may be moved to a supporting role and encouraged to improve their physical ability before returning to active SAR crew service.
- Continue to participate in a supporting member role.

APPENDIX A – Physical Assessment Task Guidelines & Illustrations

Six physical component tasks:

1. **Kisby Ring Toss:** Throw a Kisby ring a distance of 20 feet from the deck of a SAR vessel into water. A maximum of two attempts are permitted during the actual test.



2. **Anchor Raise:** Raise a minimum of a 5 lb anchor and rode, properly secured to the vessel, raised by hand, with feet secured, a minimum of 20 vertical feet under tension back into the vessel.



- 3. Pump Transfer:** Lift a de-watering pump off the vessel deck. Using the legs and safeguarding the individual's back, move the de-watering pump over the vessel tube in a safe manner to a dock or another platform. The member then walks the de-watering pump the equivalent length of the station vessel. One or two-handed carriage is permissible.



- 4. PIW Recovery:** As part of a two-person team, successfully recover an individual from a simulated person in the water situation utilizing a two-person recovery method with lines.



- 5. PFD Competency:** Member enters the water, proceeds under the PFD competency testing structure, egresses under the mock tubes using the Beckett lines as a guide and orientates themselves to the surface while facing the mock over-turned vessel. Two passes must be made – to simulate entry and egress of capsized vessel.

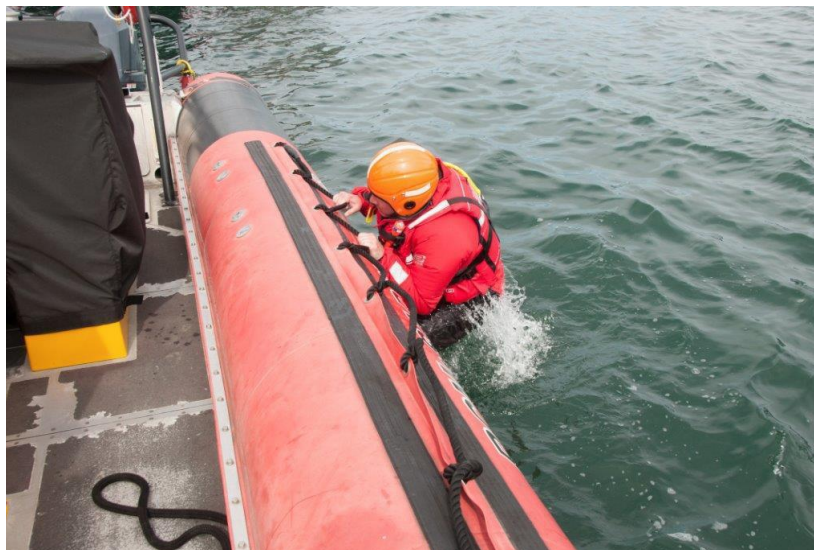


- 6. Self-Recovery:** The member does a self-rescue as per the preferred method based on the class of boat and equipment, for example over the tubes, swim grid, or re-boarding ladder.

Type 2 Recovery – Swim Grid



Self-Recovery – Tube



Self-Recovery – Reboarding Ladder



APPENDIX B – Electrical Shock Drowning (ESD)

Safety and Training Board – Operations/Safety Bulletin
Physical Assessment Test in/near Marinas

RE: Electrical Shock Drowning (ESD)

Station Leaders,

Electric shock drowning is **when electric currents leak into surrounding bodies of water**, causing the water to become energized. People unknowingly jump into the water only to be electrocuted so severely, they lose consciousness and drown. The possibility of Electrical Shock Drowning (ESD), while remote, was discussed by the Safety and Training Committee, especially regarding in-water Physical Assessment tests and exercises which occur in a marina environment.

The following offers guidance and considerations have been developed to mitigate ESD risks that may exist in your communities:

- Ensure docks/piers and vessels equipped with alternating current systems are in good repair and have been maintained by qualified individuals.
- Where possible, in water exercises should be carried out at locations that are away from power sources and cabling. In water exercises such as the Physical Assessment test, may be best accomplished in a controlled environment such as a pool.
- If possible, consider turning off the power at docks for the duration of in water training sessions, including implementing and utilizing a lock out procedure

A reminder to all personnel operating in freshwater environments, the human body can be a better conductor in fresh water than the water itself. This amplifies the risk of electrical shock drowning in fresh water.

RCMSAR HQ assesses that the risk of ESD is low, but stations should be aware of the potential and take steps to mitigate the risk. If in doubt, find another location. Physical Assessment testing remains a requirement of all active crew members.

Bill Riggs

Bill Riggs (Oct 10, 2023 10:00 PDT)