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|  | Standard Operating Procedure (SOP) | |
| | Coxswain / Restricted Coxswain 24-001 | |
| | Original Date | Revision Date |
| | August 26, 2022 | June 26, 2024 |

SOP

Restricted Coxswain and Coxswain Level Requirements

Reasons for SOP

To state the requirements to achieve restricted coxswain and coxswain certification.

Definitions

Daylight Hours: The period from sunrise to sunset.

OTW: On the water

Restricted Visibility: Means any condition in which visibility is restricted by fog, mist, falling snow, heavy rainstorms, sandstorms, or any other similar causes.

Acting coxswain: a member acting in the capacity of Coxswain who is being directly supervised by a qualified Coxswain.

Guidelines

RCMSAR members must complete all required training and be approved by the Operations Manager at Headquarters to be authorized to assume the duties and responsibilities of Coxswain or Restricted Coxswain in an RCMSAR vessel.

To retain this certification both Restricted Coxswain and Coxswain certified volunteers must accumulate **25 hours** of sea time over the previous 12 months. Only time spent underway in an RCMSAR vessel counts towards the 25 hours.

When operating as an “acting coxswain” a volunteer must be directly supervised by a qualified coxswain.

Coxswain Limitations

Coxswains are authorized to conduct vessel operations within the limits of their crew and vessel capabilities while following all RCMSAR standard operating procedures.

Restricted Coxswain Limitations

Restricted Coxswains are authorized to conduct vessel operations only **in daylight hours and unrestricted visibility**. They must operate within the limits of their crew and vessel capabilities while following all RCMSAR standard operating procedures.

If during a mission or OTW activity the visibility worsens, or nightfall is approaching the Restricted Coxswain must reassess their ability to execute the mission or OTW activity. Based on the assessed risk using the GAR process they may need to return to base or coordinate a crew change.

Qualifications

Both Coxswains and Restricted Coxswains must have:

- SVOP or higher Transportation Canada qualifications
- SDV-BS or higher Transportation Canada qualifications
- ROC-M or ROC-MC
- Valid SFA/OFA1 plus CPR “C”/AED or higher
- Valid Crew Physical Assessment Test

Coxswain Qualification

Prior to being certified as a Coxswain a crew member must achieve the following:

- CLI or RHIOT
- CLII-B
- All SMS Coxswain signoffs
- Minimum cumulative sea time – 120 hrs
- 15 hrs as “Acting Coxswain” post CLII-B
- Number of total career Missions – 15 (of which 5 being night or restricted visibility operations)
 - or combination of missions and simulated exercises as “Acting Coxswain”
 - These training missions may be conducted in the HQ simulator.
- Recommendation from their station leader
- Approval from the RCMSAR Operations Manager

Restricted Coxswain Qualification

Prior to being certified as a Restricted Coxswain a volunteer must achieve the following:

- CLI or RHOT
- CLII-B; or an OTW evaluation by an authorized evaluator appointed by the RCMSAR Manager Training and Development based on needs assessment.
- All SMS Coxswain signoffs
- Minimum cumulative sea time – 100 hrs.
15hrs. as “Acting Coxswain” post CLI/RHIOT
- Number of total career Missions – 10
 - OR combination of missions and simulated exercises as “Acting Coxswain”.
 - These training missions may be conducted in the HQ simulator.
 - Recommendation from station leader
 - Approval from the RCMSAR Operations Manager

A request for an OTW evaluation must come from the station leader and be fully justified by the experience and prior training of the volunteer along with station need. The content of the on the water evaluation will be at the discretion of the Manager Training and Development and the assessment of the evaluator will be final.

Coxswain Certifications pre-2019.

Coxswains who achieved their certification before 2019 are considered valid subject to they have:

- Actively been operating in the coxswain role since 2019.
- maintained current certifications in sea time, first aid, and physical assessment testing.

Inactive members returning to RCMSAR

Coxswains who have been inactive for two years or longer are required to complete the following prior to executing the role of Coxswain:

- an evaluation and assessment of previous mission and training activity and experience.
- A successful physical assessment test.
- Current first aid qualification.
- An OTW check ride conducted by an HQ appointed evaluator must be completed.
- Recommendation from the station leader.
- Approval from the operations manager.

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