

	Standard Operating Procedure (SOP)	
	24-007 HQ Training Vessel Crewing Standard	
	Original Date	Revision Date
	Jul 14, 2024	-

## SOP HQ Training Vessel Crewing Standard

### Reasons for SOP

An RCMSAR designated training vessel is specifically utilized to conduct training under the direct supervision of coxswain qualified instructors. Some courses also require the use of society owned vessels on loan to the HQ. These training vessels follow a pre-approved curriculum of training activities when operating. The vessels are also utilized for external clients. This SOP identifies specific crewing requirements when an RCMSAR vessel is used as a training platform during HQ scheduled courses with external clients.

### Guidelines

This SOP identifies crewing standards for training conducted for external clients. At all other times the vessel is to be crewed in accordance with **SOP 24-006 Crewing Readiness Standards** and **SOP 24-001 Coxswain Requirements**.

**It is the Instructor's responsibility to ensure that the safety of crew and craft is always maintained. If risk mitigation requires additional crew, vessels falling under this SOP shall meet the SOP 24-006 Crewing Readiness Standards.**

### Crew Requirements

This reduced crew requirement only applies if **all** the following apply:

1. This is a formal TC course scheduled by the Training Manager or Coordinator.
2. The course is for external clients (not RCMSAR).
3. A trained Instructor is the vessel Coxswain (a student may act as Coxn under training).
4. The Instructor is a qualified and current Coxswain (in accordance with SOP 24-001).

**When all these factors apply, one Coxswain qualified, and current Instructor is the only RCMSAR qualified crew required onboard to conduct on-water training in an RCMSAR vessel.**

## Risk Management

Risk Management of external courses shall start with a risk assessment by the Training Manager and Coordinator when compiling the on-water training program. This is to be followed by a GAR process with the Instructors prior to commencing the course. The Instructors and students will GAR as a team before each on-water training session.

Ultimately, Risk Management and safety are the Coxswain-Instructor's responsibility. External client students will be taught the basics of the GAR process so that they are able to participate sufficiently and raise any concerns. As the only RCMSAR qualified member onboard, the Instructor shall ensure that they personally conduct a thorough GAR and re-GAR process while considering any concerns raised by the external students. The priorities remain crew, craft and mission with the participant's safety being paramount. If in any doubt, the Instructor will request additional crew support and/or return to base at a safe speed. They shall also report their concerns to the Training Manager or Coordinator.

## Additional Limitations

1. The vessel and crew will still operate using RCMSAR standards for safety and teamwork.
2. The vessels are not available for a JRCC or EEC tasked SAR mission unless they meet **SOP 24-006 Crewing Readiness Standards**.
3. The vessel may respond as a vessel of opportunity, but the Instructor must re-GAR and be confident of capabilities of the crew under training before responding.
4. The Instructor will inform the Training Manager/Coordinator at the earliest opportunity of any non-training activities including SAR.
5. The Instructor shall contact the Training Manager or Coordinator before altering any planned on water activities or moving outside of the approved geographic areas.

  
Bill Riggs (Jul 11, 2024 15:10 PDT)