Canadian Coast Guard Auxiliary
Garde côtière auxiliaire canadienne

National Training Standards
Normes de formation nationale
Version 1.0

Amendments

Please ensure all amendments are entered.

Amendment	Pages Affected	Date Entered / Initials

Contents

Chapter 1 - Introduction

1.1 General.

The importance of the Canadian Coast Guard Auxiliary (CCGA) to Search and Rescue (SAR) Operations and Prevention has generated the need for a common approach and universally agreed, professional training standards for the various roles of the CCGA member. The successful delivery of CCGA services depends upon competent and experienced people to discharge the various responsibilities of the CCGA.

The recruitment, selection and training of CCGA members is a pre-requisite to the provision of professionally qualified personnel capable of contributing to safe and efficient maritime operations. This will help to ensure that full and due regard are given to the diverse tasks inherent in CCGA and that relations between the CCGA and the Canadian Coast Guard (CCG) are stable and defined.

This Standard sets out the **minimum training requirements** and certification standards for CCGA members however, the standard is written in such a manner that other aspects of SAR and Environmental Response can be included. These may be implemented jointly by CCGA/CCG.

1.2 Abbreviations

CASARA………………………Canadian Air Search and Rescue Association
CCG…………………………Canadian Coast Guard
CCGA………………………..Canadian Coast Guard Auxiliary
CISF…………………………Critical Incident Stress Foundation
CISM………………………...Critical Incident Stress Management
CSA…………………………. Canada Shipping Act
DFO…………………………Department of Fisheries and Oceans
DND…………………………Department of National Defence
GMDSS……………………...Global Maritime Distress and Safety System
GSAR………………………..Ground Search and Rescue Association
IAMSAR……………………. International Air and Marine Search and Rescue Manual
  (volumes I-III)
ICAO………………………... International Civil Aviation Organisation
IMO…………………………International Maritime Organisation
ISBN…………………………International Standard Book Number
ITU…………………………..International Telecommunications Union
MCTS………………………..Marine Communications and Traffic Services
MRSC………………………..Maritime Rescue Sub Centre
NSM…………………………National Search and Rescue Manual
NVG…………………………Night Vision Goggles
OBS…………………………Office of Boating Safety
OSC…………………………On Scene Co-ordinator
RCC…………………………Rescue Co-ordination Centre
RIC…………………………..Radio Information Circular
RROC………………………..Restricted Radio Operators Certificate
RSER………………………...Rescue, Safety and Environmental Response
SAR…………………………Search and Rescue
SFVR………………………...Small Fishing Vessel Regulations
SITREP………………………Situation Report

SMC…………………………Search and Rescue Mission Co-ordinator
SOP………………………… Standard Operating Procedures
SRR…………………………. Search and Rescue Region
SRS…………………………..Search and Rescue Sub-Region
SRU………………………… Search and Rescue Unit (also known as a Mobile Facility)
STCW………………………..International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW Convention)
SVR………………………… Small Vessel Regulations

1.3   Definitions and Clarifications

For the purpose of this Standard Document the following definitions and clarifications have been used:

(CCGA / CCG) Training Co-ordinators – those persons responsible for arranging facilities, equipment and personnel for training members of the CCGA

(CCGA / CCG)Instructors – those persons who present training to the members of the CCGA.

Assessor – a person qualified to evaluate the competency of a CCGA member.

Association – refers to the associations of the CCGA – National; Newfoundland, Maritimes, Laurentian, Central and Arctic, Pacific.

Candidate – a CCGA member or proposed member, participating in CCGA Training and/or exercises.

CCGA Members – persons trained for CCGA authorized activities. There are Operations, Administration and Training roles.

CCGA Training Log – a record of training and endorsements awarded to CCGA members. (A sample CCGA Training Log is contained within this Standard and may be presented in addition to the existing regional standard)

CCGA Training Program – includes theoretical training and practical experience that CCGA are provided with and evaluated on, including the knowledge, skills and attitudes required to fulfil the specific roles indicated.

Competence – the ability to perform defined tasks or duties effectively.

Competent Medical Authority – a physician/practitioner recognized by Health Canada.

Language of service delivery – It is recognized that auxiliarists will deliver CCGA service in one of the official languages of Canada - their choice of English or French. However, it is noted that, should the situation warrant, auxiliarists may make use of Marine Communications and Traffic Services Centres (Coast Guard Radio) and Telephone Operator Language Services to provide service in the other official language. Language of service delivery, if required, may also take into account the native language of both the auxiliarist and the client.

Modular – an approach to training that enables standardized units or sections to be presented in an individual and flexible format.

On-Scene Co-ordinator – a person designated to co-ordinate search and rescue operations within a specified area (previously referred to as CSS, Co-ordinator Surface Search when referring to CCGA)

Other Agencies – those services actively involved in Search and Rescue Operations, Search and Rescue Prevention and Environmental Response. (i.e. ambulance, fire department, etc.)

Practical training – training and familiarisation carried out in actual or simulated operating conditions.

Prior Learning Assessment – an assessment of past training and/or experience directly related to the competence tables in this standard.

Revalidation – the periodic recertification of CCGA members through refresher and upgrading training as required

SAR Resource – a vessel, aircraft, vehicle or stationary facility, staffed by people, that may be used in the prosecution of a search and rescue mission.

Search Action Plan – a message, normally developed by the SMC, for passing instructions to SAR facilities and agencies participating in a SAR mission.

Standard Operating Procedures – the accepted methods, which may or may not be defined in writing, for accomplishing tasks undertaken during CCGA authorized activities. These may also be referred to as Standard Operating Guidelines.

1.4　References

Throughout this document reference may be made to:

　1.4.1　International Documents

　　　.1　STCW

　　　.2　IMO

　　　.3　ICAO

　　　.4　IAMSAR

　　　.5　ITU

　1.4.2　National

　　　.1　National SAR Manual

　　　.2　National Guidelines Respecting Canadian Coast Guard Auxiliary Activities

　　　.3　National / Regional Contribution Agreements (DFO and CCGA)

　　　.4　National /Regional CCGA association documents

　　　.6　Canada Shipping Act

　　　.7　Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637

　　　.8　SAR Skill Standards TP9224

Chapter 2 - General Provisions

2.1 Mandate

As indicated in the National Guidelines Respecting Canadian Coast Guard Auxiliary Activities, the common National SAR objective is:

> *"The prevention of loss of life and/or injury at sea, including, where possible and directly related thereto, reasonable efforts to minimise damage to or loss of property"*

To this end, members of the CCGA volunteer their services and agree to assist the CCGA and Coast Guard in meeting this objective through SAR Operations and Prevention activities without profit or personal gain.

2.2 Principles

In order to fulfil the roles associated with the indicated tasks of the CCGA, CCGA members must obtain the qualifications for Operational roles (see 3.1.1) before being considered competent to perform the duties required by that role. CCGA members should obtain qualifications for Administrative and Training roles (see 3.1.1) before being considered competent to perform the duties required by that role. These minimum qualifications may be obtained through training, or as demonstrated through the endorsement of previous learning and experience. In order to maintain some qualifications there may be a requirement for revalidation training as indicated in this standard or by a specific training program.

CCGA qualifications shall be awarded following the completion of training programmes that relate to this standard, and should be noted in the CCGA Training Log. Training should include a demonstration of skills in order to assess fully the competence of the auxiliarist. Training and experience received outside of the CCGA organisation that relates to this standard should be verified against this standard and accepted or amended as appropriate.

2.3 Objectives

The objectives of this Standard are to:

.1 provide a basis for training on the specific knowledge and skill requirements necessary for qualification in the various roles as a CCGA member;

.2 maintain an effective and professional level of operational performance through the systematic provision of refresher and/or advancement training for qualified members;

.3 provide the CCGA with guidelines for recruiting potential CCGA members;

.4 ensure that personnel are qualified to fulfil the various roles of the CCGA;

.5 assess CCGA members' ability to perform to established and recognised standards;

.6 support, as far as is practicable, the consistent application of standard operating procedures by CCGA;

.7 foster professionalism and pride in the CCGA;

.8 foster a strong partnership between CCGA and CCG;

.9 provide the basis for future development of training for all aspects of Maritime Search and Rescue Operations and Prevention.

2.4   Training Logs and Endorsements

A CCGA Training Log should be issued upon joining the CCGA. Endorsements in the log shall be awarded upon successful completion of training programmes or through demonstration of competence by a prior learning assessment. The CCGA Training Log should be used to record successful completion of initial and subsequent training/endorsements.

In addition to current regional certification procedures, CCGA regions are encouraged to use the CCGA Training Log as presented in this standard (annex 4). CCGA Training Logs shall be in both official languages.

2.5   Recognition of CCGA Training Logs

If training has been conducted in accordance with this Standard, CCGA Associations should recognise training provided to CCGA members as noted in the CCGA Training Log, irrespective of the Association in which the training was provided.

It is recognised that some CCGA Associations may include further training for CCGA members depending on the responsibilities and expectations of the CCGA Association by the CCG within that region.

Chapter 3 - CCGA Members

3.1   CCGA Roles

3.1.1   <u>General</u>

CCGA members must only be authorised to undertake duties associated with Operational roles when they have successfully completed related training requirements as noted in the CCGA Training Log. CCGA members should only be authorised to undertake duties associated with Administrative and Training roles when they have successfully completed related training requirements as noted in the CCGA Training Log.

Nationally agreed qualifications for CCGA personnel are the key to the establishment of common training standards. Similar qualifications and/or experience may be taken into consideration when assessing the training requirements for all roles of the CCGA.

There are many positions within the CCGA organization which relate to: Operations; Administration; and Training.

Operations	*Administration*	*Training*
?? Crewmember	?? Zone/District Directors	?? Training co-ordinator
?? Owner/Operator	?? Unit Leaders	?? Instructor
?? Safe Boating Specialist	?? Officer of the Association (elected or appointed)	?? Assessor
	?? Member	
	?? Special Roles of the Association (for example: Public Relations, Fund Raiser, Operations Officer)	

Auxiliarists must have knowledge of the principles and practices of the particular CCGA Association in which they are a member, the levels of service provided and the overall structure and capabilities of the CCGA organisation. This CCGA knowledge may be gained through experience in the CCGA or through a combination of suitable experience and/or training.

CCGA qualifications should be indicated for the role(s) that a CCCGA member may undertake, and all training and endorsements should relate directly to one or more of these roles. These qualifications should be awarded after successful completion of training established in accordance with this Standard and should be noted with appropriate endorsements recorded in the CCGA Training Log.

3.2   CCGA Operations

3.2.1   Role Descriptions

General role descriptions for the Owner/Operator, Crewmember and Safe Boating Specialist can be found in Annex 1 of this document. These may be further amplified by referring to the appropriate regional documentation.

3.2.2 Standards of Competence

The Standards of Competence recommended for CCGA Operational roles of Crewmember and Owner/Operator are set out in Competence Tables 1 and 2.

3.3 CCGA Administration

3.3.1 Role Descriptions

General role descriptions for Zone/District Directors, Unit leaders, general Officer of the Association and Members can be found in Annex 2 of this document. These can be further amplified by referring to the appropriate regional documentation.

3.4 Training

CCGA members who demonstrate an interest in providing training should be encouraged to obtain experience in instructional techniques, knowledge of training programmes and an understanding of specific training objectives.

CCGA and CCG Authorities should ensure that instructors are appropriately qualified and experienced for the particular types and levels of training duties assigned to them according to the corresponding assessment of competence described in the Competence Tables in this standard.

3.4.1 Role Descriptions

General role descriptions for Training Co-ordinator, Instructor and Assessor can be found in Annex 3 of this document. These can be further amplified by referring to the appropriate regional documentation.

Figure 1. SAR Training Structure

A new SAR Training Structure is underdevelopment, however it is envisioned that it will reflect five (5) main roles – Operations, Administration, Co-ordination, Clients and Training. Each of these roles, regardless of their departmental or regional representation, will receive training to meet the competencies identified and indicated in the SAR Training Standard *(presently under development).*

Competencies

Etc.
Planning
Risk Assessment
Communications

Operations	Co-ordination	Administration	Clients	Training
Owner Crew etc	On-scene RCC etc	Director Finance etc	Shipping Companies; Boating Public, etc	Developer Instructor etc
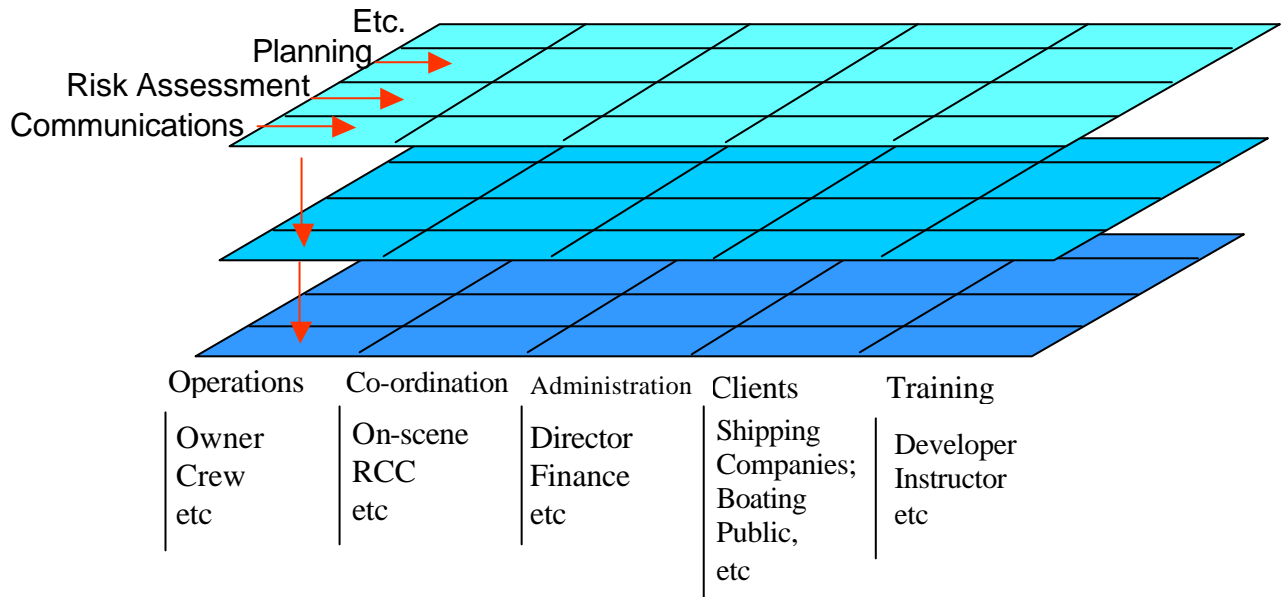
Chapter 4 - Selection for Training

4.1 Entry Standards

Candidates for CCGA training must meet the admittance qualifications as set out in the National Guidelines respecting Canadian Coast Guard Auxiliary Activities and the Regional Bylaws of each association. CCGA applicants may undergo a selection procedure to ensure that they have the potential abilities to undertake the responsibilities set out by the CCGA Authority.

Specifically, CCGA members must meet, and continue to meet, the following criteria that satisfy CCGA and CCG requirements:

?? Be a vessel operator or owner with the requisite knowledge, skill and certification to operate the vessel in a safe and efficient manner; and/or,

?? Be willing to act as a crewmember member and obtain the skills and knowledge required to perform duties on board a vessel accepted in the Auxiliary; and/or,

?? Be able to contribute in some other way which would be of benefit to the Search and Rescue organization and/or the CCGA [1]

4.2 Medical/physical requirements

As indicated in the Bylaws of the Canadian Coast Guard Auxiliary (National) Inc., Article 12, Section 2 C. candidates must be fit and able to perform the activities related to the class of membership and the CCGA role that they are to perform.

CCGA members who are selected for CCGA training must possess the physical capabilities to participate in the training/exercise as may be determined by a Competent Medical Authority.

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[1] As adpated from National Guidelines, Chapter 6

Chapter 5 - Qualifications and award of CCGA Training Log and/or Certificate

5.1 Introduction

The award of CCGA qualifications will be based on the principle that satisfactory results are obtained from both training courses and practical training exercises. The award of CCGA qualifications based on prior learning assessment will be done in consultation with the candidate and the CCGA using equivalency levels as agreed to by all parties.

5.2 Qualification

In addition to regulatory certification for the class of vessel on which the CCGA member serves, the qualification for personnel to fulfil the roles of the CCGA will be represented by an endorsement in the CCGA Training Log and/or on the CCGA certificate awarded by the Association.

5.3 CCGA Training Logs

5.3.1 CCGA Training Log

The CCGA Training Log, as illustrated in this standard (annex 4), should be presented to candidates on acceptance into the CCGA. The training log will include the:

1. *candidates full name;*
2. *CCGA association in which it was presented;*
3. *signature of an authorised member of the CCGA region;*
4. *date of issue; and,*
5. *CCGA membership number*

In addition, as members complete training programmes, the training log must be updated to reflect this training with:

6. *qualification and certificate number (as applicable), course name, location and date of completion of all further training and/or endorsements*
7. *indication of revalidation as required*

5.4 Revalidation

Means of demonstrating continued proficiency may include:

1. *active participation in activities related to the role undertaken; and/or*
2. *successful completion of related training courses.*

5.5 Qualifications of Instructors and Assessors

CCGA and CCG Authorities shall ensure that instructors and assessors are appropriately qualified and experienced for the particular training and assessment of competence for which they are given responsibility. These qualifications should enable them to administer CCGA training as indicated in this standard and provided through the CCGA/CCG.

It is stressed that, in order to maintain high levels of training effectiveness, instructors and assessors must have an appropriate balance of CCGA knowledge, relevant qualifications (i.e. first aid) and training experience/qualifications.

As warranted and by mutual agreement, CCG may take part in and/or audit CCGA led training and exercises.

Chapter 6 - Training

6.1 Introduction

The type of training members require depends largely on the prior learning assessment of the candidate. As well, training needs will vary with the intended role of the candidate. It is expected that the CCGA/CCG will use a curriculum, training materials and/or equivalencies that meet the requirements of this standard.

All stages of training must include a means of measuring progress and/or competence. The CCGA training log will track all training for the CCGA member. Associations may choose to supplement the Training Log with their individual means of tracking training.

All training and assessment of CCGA Members should be:

.1   structured in accordance with written programmes, including methods and media of delivery, procedures, and course material required to achieve the prescribed standard of competence; and

.2   conducted, monitored, assessed and supported by persons qualified in accordance with § 3.4 and 5.5

All training courses that are based on this Standard shall be quality approved, as appropriate, by mutual agreement of the CCGA and CCG authorities concerned.

6.2 General

CCGA members may receive training for the role in which they are participating. This training will be co-ordinated by their respective CCGA Association and will take into account a prior learning assessment. Upon joining the CCGA, persons fulfilling the various roles of the CCGA should be presented with a CCGA Training Log.

6.3 Operations

6.3.1 Crewmember

Members fulfilling the role of crewmember should have this endorsed in their CCGA Training Log. Completion of the training required for crewmember shall be achieved by demonstrating the competence factors required (see Competence Table 1), or through successfully undertaking training in the following areas:

- Communications
- SAR Administration
- SAR Readiness
- Search Operations
- Rescue Operations
- Training and Development
- Public/Media Relations

6.3.2 Owner/Operator

Members fulfilling the role of owner/operator should have this endorsed in their CCGA Training Log. Completion of the training required for owner/operator shall be achieved by demonstrating the competence factors required (see Competence Table 2), or through successfully completing training in the following areas:

- ?? Communications
- ?? SAR Administration
- ?? SAR Readiness
- ?? Search Operations
- ?? Rescue Operations
- ?? Training and Development
- ?? Public/Media Relations
- ?? Personnel management

6.3 Administration

Members fulfilling any administrative role should complete the training required for that role according to this standard and the regional association. This training must provide the member with specific expertise and shall be recording in the CCGA Training Log.

6.5 Training

Members fulfilling any training role should complete the training required for that role according to this standard and the regional association. This training must provide the member with specific expertise and shall be recorded in the CCGA Training Log.

6.6 Approaches to Training

CCGA members should, as far as practicable, participate in both theoretical training courses and practical training exercises as appropriate to the competencies listed in the Tables. This approach recognises the importance of performance while providing the basis upon which to build that performance. The approach to training will reflect the Prior Learning Assessment of the member, indicating areas where equivalence is granted to existing training and/or experience.

6.6.1 Theoretical Training Courses

Theoretical training will provide the knowledge required to carry out the roles identified. The training should be provided in a modular format relating, as practicable, to practical training exercises.

Knowledge must be assessed in a manner appropriate to the presentation, reflecting the competencies as set out in the Tables.

6.6.2 Practical Training Exercises

CCGA members should receive practical training, where applicable, from qualified instructors. This training may take the form of exercises.

Practical training exercises must be assessed in an appropriate manner that relates to the competencies as set out in the Tables.

6.7   Curriculum and Course Material

The structure of the curriculum and course materials developed in accordance with this Standard should be based on a modular approach. This approach will:

? ? permit courses to be developed/delivered which reflect the type of service and the functions to be carried out by CCGA associations, **while maintaining common national standards**;

? ? permit training courses to be developed/delivered which take into account the previous training and experience of prospective/existing CCGA members; and

? ? permit training courses to be developed/delivered in a format which is suitable to the volunteer environment.

Annex 1 – Role Description for CCGA Operational Functions

CCGA Operations - Crewmember

1   Introduction

The role description set out in this annex is intended to provide a broad guide to the tasks expected to be undertaken by CCGA crewmembers. CCGA are encouraged to develop detailed role descriptions for all CCGA roles, based on the services to be provided.

2   Role

To perform the duties of crewmember on CCGA vessels; providing expertise and support to the owner/operator of the SRU and the CCGA in all aspects of CCGA authorised activities.

3.   Activities and tasks

??   *Operate and maintain equipment for internal and external communications during all stages of SAR response. (awareness, initial action, planning, operations, conclusion)[2];*

??   *Maintain publications, regulations and documentation relevant to the operations of the CCGA SRU;*

??   *Perform functions as required to maintain SAR Readiness of SRU, including maintenance, seamanship, chartwork, etc.;*

??   *Assist CCGA Operator during Search Operations through the use of appropriate techniques (i.e. spotter);*

??   *Participate in Rescue Operations through recovery operations, emergency care, evacuation and helo operations;*

??   *Maintain an attitude of awareness and professionalism in all activities as a representative of the CCGA and the CCG;*

??   *Take responsibility for personal Training and Development.*

??   *Prepare, as required, written statements to comply with legal requirements for and/or court appearances;*

??   *Undertake activities within the CCGA as required.*

4.   Knowledge, skills, experience, desired characteristics

Persons undertaking the role of CCGA Crewmember must be in possession of the level of certification required for the vessel on which they serve.

Desired personal characteristics for SAR personnel include Persistence; Dedication to SAR; Empathy; Integrity; Honesty; Ability to work as an integral member of a team; Experience during authorised activities.

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[2] As expanded in IAMSAR Volume II, Chapter 1, 1.6

Annex 1 – Role Description for CCGA Operational Functions

CCGA Operations - Owner/Operator

1   Introduction

The role description set out in this annex is intended to provide a broad guide to the tasks expected to be undertaken by CCGA Operators. CCGA are encouraged to develop detailed role descriptions for all CCGA roles, based on the services to be provided.

2   Role

The Owner/Operator is the person in charge of a CCGA facility when engaged in authorised activities.

3.   Activities and tasks

In addition to the activities and tasks appropriate to CCGA Crew:

??   *Carry out full briefing and debriefing, including full awareness of CISM, stress and fatigue, etc.;*

??   *Assess crew capabilities and training requirements;*

??   *Establish and maintain a team working environment;*

??   *Perform functions as required to maintain SAR Readiness of SRU, including all aspects of maintenance and record keeping;*

??   *Conduct SRU in a safe and effective manner during authorised activities;*

??   *Perform the functions of On Scene Co-ordinator as required.*

4.   Knowledge, skills, experience, desired characteristics

Persons undertaking the role of CCGA Owner/Operator must be in possession of the level of certification required to operate the type of vessel on which they serve.

Desired personal characteristics for SAR personnel include Persistence; Dedication to rescue; Ability to communicate with empathy; Integrity and honesty; past experience with SAR situations.[3]; and experience during authorised activities. CCGA Owner/Operators should also possess supervisory skills and strong leadership.

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[3] As presented in IAMSAR Volume I, Chapter 5, section 5.4.14

Annex 1 – Role Description for CCGA Operational Functions

CCGA Operations – Safe Boating Specialist

1   Introduction

The CCGA recognises the importance of education in the improvement of boating safety to saving lives. The role description set out in this annex is intended to provide a broad guide to the tasks expected to be undertaken by CCGA Safe Boating Specialist. CCGA are encouraged to develop detailed role descriptions for all CCGA roles, based on the services to be provided.

2   Role

The CCGA Safe Boating Specialist provides information to CCGA members and the public on all aspects of Safe Boating.

3.   Activities and tasks

??   *Perform pleasure craft courtesy checks (PCCC)*

??   *Set up and staff static, active and inter-active displays and demonstrations*

??   *Undertake activities within the CCGA as required.*

4.   Knowledge, skills, experience, desired characteristics

Persons undertaking the role of CCGA Boating Safety Specialist must possess knowledge of relevant laws, acts and regulations; safe boating practices; local boating activities and presentation/teaching approaches. Experience in safe boating operations and instructional skills/demonstrations is desirable.

Desired personal characteristics for Boating Safety Specialist include good inter-personal communications; personal deportment which reflects the values and goals of CCGA; integrity, honesty and attention to detail.

Annex 2 – Role Description for CCGA Administrative Functions

Introduction

The role description set out in this annex is intended to provide a broad guide to the tasks expected to be undertaken by CCGA Administrative Functions. CCGA are encouraged to develop detailed role descriptions for all CCGA roles, based on the services to be provided.

Zone/District Directors

1. Roles and Responsibilities

The CCGA Zone/District Director administers and is responsible for units and members within his/her zone. (as may be further clarified in regional by-laws and regulations of the association). Responsibilities may include:

- ?? Financial
- ?? Recruitment
- ?? Training Co-ordination
- ?? Promotion within the CCGA
- ?? Regional representation

2. Knowledge/Skills/Experience/Desired Characteristics

Persons undertaking the role of CCGA Zone/District Director are normally long serving members who have experience as Unit Leaders. They must possess knowledge of relevant laws, acts and regulations; the National SAR Program; safe boating practices and local boating activities.

Desired personal characteristics for Zone/District Directors include good inter-personal communications; administrative skills; ability to work as a member of a team; integrity, honesty and attention to detail. In addition, persons in this role should have the time to dedicate to the position.

Unit Leaders

1. Roles and Responsibilities

The CCGA Unit Leader administers and is responsible for members within his/her zone. (as may be further clarified in regional by-laws and regulations of the association). The CCGA Unit Leader reports to the Zone/District Director.
Responsibilities may include:

- ?? Co-ordination with RCC re resource availability
- ?? Recruitment
- ?? Training Co-ordination
- ?? Promotion within the CCGA

3. Knowledge/Skills/Experience/Desired Characteristics

Persons undertaking the role of CCGA Unit Leaders must possess knowledge of relevant laws, acts and regulations; the National SAR Program; safe boating practices and local boating activities.

Desired personal characteristics for Unit Leaders include good inter-personal communications; administrative skills; ability to work as a member of a team; integrity, honesty and attention to detail. In addition, persons in this role should have the time to dedicate to the position.

Officer of the Association (elected or appointed)

1. Roles and Responsibilities

The CCGA Officers of the Association may be elected or appointed. The Roles and Responsibilities of these officers are as delineated in Association By-Laws.

Responsibilities may include:

- ?? Financial
- ?? Recruitment
- ?? Training Co-ordination
- ?? Promotion within the CCGA

2. Knowledge/Skills/Experience/Desired Characteristics

Persons undertaking the various roles of Officer of the Associations are normally long serving members who have demonstrated specific expertise or interest in the roles and responsibilities of the specific office. They must possess knowledge of relevant laws, acts and regulations; the National SAR Program; safe boating practices and local boating activities.

Desired personal characteristics for Officers of the Association include good inter-personal communications; administrative skills; ability to work as a member of a team; integrity, honesty and attention to detail. In addition, persons in this role should have the time to dedicate to the position.

Member

1. Roles and Responsibilities

As indicated in the Bylaws of the CCGA (National) Inc., Article 12 – Membership, any resident of Canada that can contribute in some way to the benefit of the CCGA may become a member. Depending on the role undertaken, responsibilities of members may include:

- ?? Operational functions
- ?? Administrative functions
- ?? Training functions

2. Knowledge/Skills/Experience/Desired Characteristics

Persons applying for membership in the CCGA must be able to contribute in some way to the benefit of the CCGA. They must be possess knowledge of, or be willing to undertake training in, such topics as (but not limited to) relevant laws, acts and regulations; the National SAR Program; safe boating practices and local boating activities.

Desired personal characteristics for members include good inter-personal communications; ability to work as a member of a team; integrity, honesty and attention to detail. In addition, persons must be able to devote time to the role for which membership is granted.

Annex 3 – Role Description for CCGA Training Functions

Introduction

The role description set out in this annex is intended to provide a broad guide to the tasks expected to be undertaken by CCGA Training Functions. CCGA are encouraged to develop detailed role descriptions for all CCGA roles, based on the services to be provided.

Training Co-ordinator

1. Roles and Responsibilities

The CCGA Training Co-ordinator is responsible for organizing and co-ordinating the delivery of training to CCGA members, as required, within his/her association, zone or unit.
Responsibilities may include, but are not limited to:

- ?? Identifying training requirements;
- ?? Creating and submitting a training plan to the unit leader/zone/district director;
- ?? Identifying training delivery opportunities (other agencies);
- ?? Ensuring the National Training Standard is adhered to, including quality assurance, and brining updates/amendments to the standard forward to national committees as required;
- ?? Tracking training of CCGA members;

2. Knowledge/Skills/Experience/Desired Characteristics

Persons undertaking the role of CCGA Training Co-ordinator are normally long serving members who have training expertise. They must possess detailed knowledge of the CCGA National Training Standard; relevant laws, acts and regulations; the CCGA/CCG SAR system; safe boating practices and local boating activities. As well, they must be familiar with training approaches and delivery methods.

Desired personal characteristics for CCGA Training Co-ordinators include good inter-personal communications; administrative skills; ability to work as a member of a team; integrity, honesty and attention to detail. In addition, persons in this role should have the time to dedicate to the position.

Instructor/Trainer

1. Roles and Responsibilities

The CCGA Instructor/Trainer reports to the CCGA Training Co-ordinator, and is responsible for the delivery of training to CCGA members, as required, within his/her association, zone or unit.
Responsibilities may include, but are not limited to:

- ?? Preparing and/or presenting courses and/or exercises on identified topics;
- ?? Identifying alternative training delivery as required (other agencies);
- ?? Ensuring the National Training Standard is adhered to, and suggesting updates/amendments to the standard as required;
- ?? Tracking training of CCGA members.

2. Knowledge/Skills/Experience/Desired Characteristics

Persons undertaking the role of CCGA Instructor/Trainer are normally long serving members who have training expertise. They must possess knowledge of the CCGA National Training Standard; relevant laws, acts and regulations; the CCGA/CCG SAR system; safe boating practices and local boating activities. As well, they must be familiar with training approaches and delivery methods.

Desired personal characteristics for CCGA Instructor/Trainer include good inter-personal communications; presentation skills; administrative skills; ability to work as a member of a team; integrity, honesty and attention to detail. In addition, persons in this role should have the time to dedicate to the position.

Assessor

1. Roles and Responsibilities

The CCGA Assessor reports to the CCGA Training Co-ordinator, and is responsible for monitoring and assessing the training to CCGA members, as required, within his/her association, zone or unit.

Responsibilities may include, but are not limited to:

- ?? Preparing and/or administering assessment/evaluation procedures;
- ?? Monitoring alternative training delivery as required (other agencies);
- ?? Ensuring the National Training Standard is adhered to, and suggesting updates/amendments to the standard as required;
- ?? Tracking training of CCGA members.

2. Knowledge/Skills/Experience/Desired Characteristics

Persons undertaking the role of CCGA Instructor/Trainer are normally long serving members who have training and assessment expertise. They must possess knowledge of the CCGA National Training Standard; relevant laws, acts and regulations; the CCGA/CCG SAR system; safe boating practices and local boating activities. As well, they must be familiar with training approaches and assessment/evaluation methods.

Desired personal characteristics for CCGA Assessor include good inter-personal communications; presentation skills; administrative skills; ability to work as a member of a team; integrity, honesty and attention to detail. In addition, persons in this role should have the time to dedicate to the position.

Annex 4 – CCGA Training Log

Format

The CCGA Training Log is presented in a booklet form and is available from CCG, RSER. The format is bilingual, with space for all training programs which are successfully completed. Specific reference is made to the competence tables for Owner/Operator and Crewmember as presented in this standard. As they are developed, specific reference may be made to all other roles of the CCGA requiring training.

Use

The CCGA Training Log is to be used either as a replacement to or in conjunction with existing methods of tracking training in the respective CCGA Associations. For the training of Owner/Operator and Crewmember, a benchmarking (comparison) of existing training programs will identify when each competence is completed. For all other training, include the name of the training course and, if appropriate, the main competencies covered in the training.

Example

An example of the first pages of the training log is included for reference. Please contact CCG, RSER for the CCGA Training Log.

Canadian Coast Guard Auxiliary

Garde côtiére auxiliaire canadienne

National Training Log

Régistre de la formation nationale

Name: _____

CCGA Training Log

CCGA National Training Standards Document

2.4   Training Logs and Endorsements

A CCGA Training Log should be issued upon joining the CCGA. Endorsements in the log shall be awarded upon successful completion of training programmes or through demonstration of competence by a prior learning assessment. The CCGA Training Log should be used to record successful completion of initial and subsequent training/endorsements. Endorsements should be awarded only on completion of the appropriate training programmes and/or demonstrated competence.

5.1   Introduction

The award of CCGA qualifications will be based on the principle that satisfactory results are obtained from both training courses and practical training exercises. The award of CCGA qualifications based on prior learning assessment will be done in consultation with the candidate and the CCGA using equivalency levels as agreed to by all parties.

5.2   Qualification

In addition to regulatory certification for the class of vessel on which the CCG Auxiliarist serves the qualification for personnel to fulfil the roles of the CCGA will be represented as *an endorsement in the CCGA Training Log and/or on the regional CCGA certificate.*

National Guidelines Respecting CCGA activities

5.1 Purpose of Training – to enhance needed knowledge/skills

The Canadian Coast guard, subject to the availability of resources and other priorities, arrange for the provision of training of CCGA members in knowledge and skill areas which will enhance their capability to provide effective SAR services where such training is warranted in the view of the Coast Guard.

Signature: _____

(CCGA National Representative)

CCGA Training Log

Régistre de la formation nationale AGCC

The bearer of this training log has received training to perform the following role(s) within the CCGA:

La/Le personne nommé(e) est reçu(e) la formation requis de faire la(les) rôle(s) suivant dans le AGCC:

Name/Nom : _____

Signature : _____

Membership #: _____

Issuing Authority/ : _____

(CCGA Association)

Date of Issue/   : _____

Issuing Officer/   : _____

Signature : _____

Training has been carried out according to:

Version XX of the CCGA National Training Standard.

Operational Roles / Rôles opérationnel		
Crewmember ?	Owner/Operator ?	Safe Boating Specialist ?
équipier ?	*french* ?	Prévention de RES ?
Administrative Roles / Rôles administratif		
Please Specify / indiquer, SVP		
		?
		?
		?
		?
		?
Training Roles / Rôles de formation		
Co-ordinator ?	Instructor ?	Assessor ?

french	?	french	?	french	?

CCGA Training Log
Training Signature Record / *french*

All Trainers must provide their name (printed), signature and initials prior to completing the CCGA Training Log.

Tous / Toutes les instructeurs doivent indiquer leur nom (imprimer), signature et les initiales avant de compléter la Régistre de la formation.

Name/Nom	Signature	Initials

Competence Chart Standard (level) Reference

This table provides clarification for the Standard (level) of competence required - column 4 of the Tables.

General	Attitude and/or Knowledge	Skill
Level 1 Work of a routine and predictable nature generally requiring supervision	**Comprehension.** Understands facts and principles; interprets verbal/written material; interprets charts, graphs and illustrations; estimates future consequences implied in data; justifies methods and procedures	**Guided response.** The early stages in learning a complex skill and includes imitation by repeating a demonstrated action using a multi-response approach (trial and error method) to identify an appropriate response.
Level 2 More demanding range of work involving greater individual responsibility. Some complex/non-routine activities	**Application.** Applies concepts and principles to new situations; applies laws and theories to practical situations; demonstrates correct usage of methods or procedures.	**Autonomous response.** The learned responses have become habitual and the movement is performed with confidence and proficiency.
Level 3 Skilled work involving a broad range of work activities. Mostly complex and non-routine	**Analysis.** Recognises un-stated assumptions; recognises logical inconsistencies in reasoning; distinguishes between facts and inferences; evaluates the relevancy of data; analyses the organisational structure of work.	**Complex overt response.** The skilful performance of acts that involve complex movement patterns. Proficiency is demonstrated by quick, smooth, accurate performance. The accomplishment of acts at this level includes a highly co-ordinated automatic performance
Level 4 Work that is often complex, technical and professional with a substantial degree of personal responsibility and autonomy	**Synthesis.** Integrates learning from different areas into a plan for solving a problem; formulates a new scheme for classifying objects or events.	**Adaptation.** Skills are so well developed that individuals can modify movement patterns to fit special requirements or to meet a problem situation.
Level 5 Complex techniques across wide and often unpredicted variety of contexts. Professional/senior managerial work	**Evaluation.** Judges the adequacy with which conclusions are supported by data; judges the value of a work by use of internal criteria; judges the value of a work by use of external standards of excellence.	**Creation.** The creation of new practices or procedures to fit a particular situation or specific problem and emphasises creativity based upon highly developed skills.

Table 1 - Competence chart for CCGA Crewmember

1. Function - Communications

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, skills and/or attitudes	Reference for demonstrating competence (condition)	Level of competence required (standard)
Communications Hardware	Telephone pager	Given equipment and relevant operating manuals.	Operate equipment in accordance with manufacturer's instructions. **(Level 2)**
	Radiotelephone	Given equipment, relevant operating manuals and regulations.	Successfully complete Industry Canada RROC **(Level 3)**
Communications Concepts	Internal (on board/with crew) External (with outside agencies, other vessels, etc.)	In accordance with IAMSAR Vol. III, Section 3 (i.e. 3-6 to 3-7)	Demonstrate use of communications concepts with reference to all aspects of CCGA activities. **(Level 2)**
	Sail Plan Components of Filing/closing	Given sail plan and applicable references (i.e. current version of CCG Safe Boating Guide ISBN 0-662-83399-6)	Explain importance of filing a sail plan. **(Level 1)**
	Verbal Briefing and Debriefing Questioning Techniques	In accordance with IAMSAR Volume III standards (i.e. 2-37)	Demonstrate use of verbal communications concepts in all aspects of CCGA activities **(Level 2)**
	Non-verbal Hand signaling	In accordance with standard operating procedures and IAMSAR Vol. III, Section 2 (2-10)	Use identified means of non-verbal communications **(Level 2)**
CISM/Early Conflict Resolution	Recognize in Self or others Participate in management	In accordance with CISF standards	Identify signs of/resources for dealing with Critical Incident Stress **(Level 1)**

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Distress or Urgent Call	Acknowledge Call Gather Information Organize Information Send Info to SMC (sitreps)	In accordance with RIC 23 (Radio Information Circular) and IAMSAR Vol. III, section 2 (i.e. 2-57)	Respond to a distress or urgency call **(Level 2)**

2. Function – SAR Administration

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Acronyms and initialisms	Use applicable acronyms and initialism Develop familiarity with acronyms	In accordance with IAMSAR, ITU and other relevant publications	Expand selected SAR related acronyms and initialisms **(Level 1)**
Objectives of CCGA	SAR response Prevention	With reference to CCGA National Guidelines, regional guidelines and by-laws	Explain the objectives of the CCGA **(Level 1)**
SAR Publications	Maintain Publications	Given applicable publications and amendments, in accordance with standard operating procedures	Maintain publications **(Level 1)**
Bylaws and policies applicable to CCGA Members	Towing Reimbursement Insurance CCGA Bylaws National Guidelines Respecting CCGA activities Liaison with other SAR organizations Legal obligations	With reference to CCGA National and Regional Guidelines and by-laws.	Explain the Bylaws and Policies applicable to CCGA members. **(Level 1)**
Record Keeping	Communications Log Incident Log Check lists	Given appropriate logs/forms/checklists, In accordance with RIC 23 (Radio Information Circular) and CCGA National Guidelines (3.9)	Maintain required records. **(Level 2)**

Column 1	*Column 2*	*Column 3*	*Column 4*
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Sitreps	Content Format	In accordance with IAMSAR Vol III, Section 3 (i.e. 3-7) NSAR, CCGA National Guidelines (3.8) and standard operating procedures	Provide complete and timely sitreps **(Level 1)**

3. Function – SAR Readiness

Column 1	*Column 2*	*Column 3*	*Column 4*
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Conduct of SRU	Familiarization with SRU Maintenance of SRU Safety inspections Readiness Inspection Routine maintenance Tools/spares	In accordance with regulatory and regional requirements, standard operating procedures and using applicable 'check lists' In accorda nce with the practice of good seamanship	Modify/ repair/maintain equipment as required to ensure SRU remains operational **(Level 4)**
Navigation	Lookout Helm orders/steering skills	In accordance with IAMSAR Vol. III, section 2 (i.e. 2-14, 2-57) and the practice of good seamanship	Perform duties of lookout Respond to Helm orders **(Level 3)**
	Equipment – visual (i.e. binoculars, NVGs, searchlights)	In accordance with Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637 and IAMSAR Vol III Given operational equipment.	Demonstrate use of and analyze input received from the use of binoculars, NVG's and searchlights. **(Level 3)**
	Electronic equipment on Mobile Facility/SRU	In accordance with manufacturer's instructions	Operate electronic equipment fitted on the SRU **(Level 1)**

Column 1	*Column 2*	*Column 3*	*Column 4*
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*

Navigation	Chartwork –
	    chart instruments;
	    chart information;
	    buoyage system;
	    compass;
	    relevant nautical
	    publications
		Given applicable navigation equipment and publications	Describe the use of chartwork in CCGA activities
			Perform chartwork during CCGA activities
			(Level 3)

Acts and Regulations	CSA Collision Regulations	In accordance with applicable acts and regulations	Summarize the elements of the acts and regulations governing SAR and CCGA operations **(Level 1)**
Risk Assessment	Limitations of self Limitations of Mobile Facility/SRU	In accordance with standard operating procedures and the practice of good seamanship	Recognize individual limitations and limitations of Mobile Facility/SRU **(Level 2)**
Seamanship	Care, handling and storage of lines Inspection of lines Line throwing, heaving lines Docking/undocking - mooring lines, fenders Knots/hitches/bends Securing for adverse weather Towing Operations	In accordance with standard operating procedures and the practice of good seamanship. Given a piece of line	Integrate aspects of line handling into CCGA activities **(Level 4)** Demonstrate selected knots and hitches Select the most suitable knot and/or hitch for specified aspects of CCGA activities (i.e. securing, towing, transferring lines) **(Level 3)**
	Deck equipment operations as applicable to Mobile Facility/SRU.	In accordance with manufacturers' instructions	Operate deck equipment as fitted on SRU **(Level 3)**

Column 1	*Column 2*	*Column 3*	*Column 4*
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*

Seamanship	Refuelling
	    Methods
	    Precautions
		In accordance with applicable regulations, the Small Vessel Regulations (SVR) and the Small Fishing Vessel Regulations (SFVR)	Demonstrate procedures for refuelling
			
			(Level 2)

Personal Safety	Protective equipment Fatigue Safety practices	With reference to applicable codes (i.e. the Canadian Labour code, Occupational Health and Safety Regulations, Safe Manning Regulations, etc.) NSAR and standard operating procedures	Integrate aspects of personal safety into CCGA activities. **(Level 4)**

4. Function – Search Operations

Column 1	*Column 2*	*Column 3*	*Column 4*
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Search Spotter Techniques	Personal motivation Night vision acclimatisation Scanning techniques Communication of sighting fatigue	In accordance with IAMSAR vol. III, Appendix C	Integrate search spotter techniques into CCGA activities. **(Level 4)**
Search Plan	Vessel Characteristics Visual Search Electronic Search	In accordance with IAMSAR Vol. III, Section 2 (i.e. 2-9) and Standard Operating Procedures	Implement search action plan. **(Level 2)**

5. Function – Rescue Operations

Column 1	*Column 2*	*Column 3*	*Column 4*
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Rescue Planning	Mobile Facility equipment On-scene communications	In accordance with IAMSAR Vol. III, Section 3 (i.e. 3-6 to 3-14) and standard operating procedures	Explain how equipment and communications can impact on rescue planning. **(Level 1)**

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Initiate and Conduct Rescue	Recovery 　Persons in water 　From life rafts/survival craft 　From other vessel/ditched aircraft/fixed structures	In accordance with IAMSAR Vol. III, section 2 (i.e. 2-30) and Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637	Adapt techniques for recovery of persons according to situations presented. **(Level 4)**
	Boarding	In accordance with IAMSAR Vol. III, section 2 (i.e. 2-30) and Type 100/300 Operational Guidelines	Identify conditions under which boarding can be carried out. Demonstrate procedures with respect to boarding. **(Level 3)**
	Helo-Ops 　Safety 　Hoisting	In accordance with IAMSAR vol. III, section 2 (i.e. 2-35), (2-29, 2-30)	Explain safety and SAR aspects of helo-ops **(Level 2)**
Towing	Inspect gear/fittings Prepare gear Precautions	With reference to Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637 (sections 4 and 5), CCGA national guidelines, SAR Skills Training Standard (TP9224) and standard operating procedures	State precautions when dealing with tow gear. Demonstrate towing procedures **(Level 3)**
First Aid	Equipment Skills Medivacs Universal precautions	In accordance with IAMSAR Vol. III, section 2 (i.e. 2-36, 2-55) (2-27/2-28) and standard operating procedures	Integrate aspects of first aid in CCGA activities **(Level 4)**

6. Function – Training and Development

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Personal Training Plan	Courses Exercise training	In accordance with CCGA National Guidelines and By-laws and regional guidelines/by-laws	Explain the training process for SAR operational roles of the CCGA. **(Level 1)**

7. Function – Public/Media Relations

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, skills and/or attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Dealing with Media/public	Verbal briefings	In accordance with IAMSAR Vol. III, section 2 (i.e. section 2-39) (2-58), National Guidelines (6.17 and Annex B), and Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637	Respond to media /Public inquiries. **(Level 2)**

Table 2- Competence chart for CCGA Owner/Operator

1. Function - Communications

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, Skills and/or Attitudes	Reference for demonstrating competence (condition)	Level of competence required (standard)
Communications Hardware	Telephone Pager	Given equipment and relevant operating manuals.	Operate equipment in accordance with manufacturer's instructions. **(Level 2)**
	Radiotelephone Changing technology	Given equipment, relevant operating manuals and regulations.	Successfully complete Industry Canada RROC Integrate current radio communication concepts into CCGA activities. **(Level 4)**
Communications Concepts	Internal (on board/with crew) External (with outside agencies, other vessels, etc.)	In accordance with IAMSAR Vol. III, Section 3 (i.e. 3-6 to 3-7)	Integrate communications concepts into CCGA activities. **(Level 4)**

	Sail Plan
	   Components of
	   Filing/closing
		Given sail plan and applicable references (i.e. current version of CCG Safe Boating Guide ISBN 0-662-83399-6)	Demonstrate commitment to use of sail plans in CCGA activities **(Level 2)**

	Verbal
	   Briefing and Debriefing
	   Questioning Techniques
		In accordance with IAMSAR Volume III standards (i.e. 2-37)	Integrate verbal communications concepts into CCGA activities **(Level 4)**

	Non-verbal
	   Hand signalling
	   techniques
		In accordance with standard operating procedures and IAMSAR Vol. III, Section 2 (2-10)	Interpret non-verbal communications in all operational aspects of CCGA activities **(Level 3)**

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*

Distress or Urgent Call	Call
	   Acknowledge Call
	   Gather Information
	   Organize Information
	   Send Info to SMC (sitreps)
		In accordance with RIC 23 (Radio Information Circular) and IAMSAR Vol. III, section 2 (i.e. 2-57)	Implement response procedures and actions initiated by a distress or urgency call
			(Level 4)

Distress or Urgent Call	Send Mayday Relay	In accordance with RIC 23 (Radio Information Circular)	Identify when to; demonstrate how to send a Mayday Relay. **(Level 3)**
	Co-ordinate communications	In accordance with IAMSAR Vol. III, section 2 (i.e. 2-10) and Standard Operating Procedures	Co-ordinate communications during SAR related activities. **(Level 3)**

2. Function – SAR Administration

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Acronyms and initialisms	Use applicable acronyms and initialism Develop familiarity with acronyms	In accordance with IAMSAR, ITU and other relevant publications	Use selected SAR related acronyms and initialisms in CCGA activities **(Level 2)**
Objectives of CCGA	SAR response Prevention	With reference to CCGA National Guidelines, regional guidelines and by-laws.	Explain how the objectives of CCGA are met through SAR response and prevention programs **(Level 2)**
SAR Publications	Maintain Publications	Given applicable publications and amendments, in accordance with standard operating procedures.	Explain the importance of; demonstrate methods for maintaining publications. **(Level 2)**

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Bylaws and policies applicable to CCGA Members	Towing Reimbursement Insurance CCGA Bylaws National Guidelines Respecting CCGA activities Liaison with other SAR organizations Legal obligations	In accordance with the CCGA National Guidelines and by-laws.	Ensure Bylaws and Policies applicable to CCGA members are adhered to in CCGA activities **(Level 2)**
Record Keeping	Communications Log Incident Log Check lists SAR reports Maintain plots and charts	Given appropriate logs/forms/checklists, In accordance with RIC 23 (Radio Information Circular) and National Guidelines (3.9, 3.10)	Maintain required records **(Level 2)**
Sitreps	Content Format	In accordance with IAMSAR Vol III, Section 3 (i.e. 3-7), NSAR, CCGA National Guidelines (3.8) and standard operating procedures	Provide complete and timely sitreps Explain the importance of complete and timely sitreps **(Level 2)**

3. Function – SAR Readiness

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Conduct of SRU	Familiarization with SRU Maintenance of SRU Regular Self-inspection Safety inspections Regulatory inspection Routine maintenance Tools/spares	In accordance with regulatory and regional requirements, standard operating procedures, the practice of good seamanship and using applicable 'check lists'	Modify/ repair/maintain equipment as required to ensure SRU remains operational **(Level 4)**
	Notify CCGA/CCG of: Changes in vessel Changes in equipment Readiness Location/SAR area	In accordance with CCGA National Guidelines and regional requirements	Alert CCGA/CCG of operational status of SRU **(Level 2)**

Column 1	*Column 2*	*Column 3*	*Column 4*
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Navigation	Designate lookout Helm orders	In accordance with IAMSAR Vol. III, section 2 (i.e. 2-14, 2-57) and the Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637	Explain process to be followed in designating lookouts Provide helm orders as required **(Level 3)**
	Equipment – visual (i.e. binoculars, NVG's, searchlights)	In accordance with Type 100/T300 (TP 11637) Operational Guidelines and IAMSAR Vol. III Given operational equipment.	Demonstrate use of and analyze input received from the use of binoculars, NVG's and searchlights. **(Level 3)**
	Electronic equipment on Mobile Facility/SRU	In accordance with manufacturer's instructions	Operate electronic equipment fitted on the SRU **(Level 2)**
	Chartwork – chart instruments; chart information; buoyage system; compass; relevant nautical publications.	Given applicable navigation equipment and publications	Integrate chartwork in CCGA activities **(Level 4)**
Acts and Regulations	CSA Collision Regulations	In accordance with applicable acts and regulations	Relate the applicable elements of the acts and regulations governing SAR to CCGA operations **(Level 2)**
Risk Assessment	Identify limitations Risk management	In accordance with IAMSAR Vol. III, Section 3 (i.e. 3-5), CCGA National Guidelines (3.6), standard operating procedures and the practice of good seamanship	Recognize individual limitations and limitations of Mobile Facility/SRU Integrate risk management into CCGA activities **(Level 2)**

Column 1 Competence	Column 2 Knowledge, Skills and/or Attitudes	Column 3 Reference for demonstrating competence (condition)	Column 4 Level of competence required (standard)
Seamanship	Lines 　Care, handling and storage 　safe working practices 　Line throwing, heaving lines 　Inspection of lines 　Knots/bends/hitches	In accordance with standard operating procedures and the practice of good seamanship Given a piece of line	Integrate aspects of line handling into CCGA activities **(Level 4)** Demonstrate selected knots and hitches **(Level 2)**
	Boat Handling 　During SAR ops 　Procedures in/securing for 　adverse weather 　Situational awareness	In accordance with the practices of good seamanship and applicable international / national regulations and IAMSAR vol. III, Section 3 (i.e. 3-36)	Operate SRU to support CCGA activities **(Level 3)**
	Deck equipment operations as applicable to SRU.	In accordance with manufacturer's instructions	Operate deck equipment as fitted on SRU **(Level 3)**
	Refueling 　Methods 　Precautions	In accordance with applicable regulations, the Small Vessel Regulations (SVR) the Small Fishing Vessel Regulations (SFVR) With reference to the CCG Safe Boating Guide	Demonstrate procedures for refuelling **(Level 2)**
Personal/crew safety	Protective equipment Fatigue Safety practices	With reference to applicable codes (i.e. the Canadian Labour code, Occupational Health and Safety Regulations, Safe Manning Regulations, etc.)	Integrate aspects of personal safety into CCGA activities **(Level 4)**

4. Function – Search Operations

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Decision Making	Search planning factors Search area description Readiness of SRU	In accordance with IAMSAR Vol. III, Section 2 (i.e. 2-8) and Vol. II, Chapter 5	Analyze factors required to make decisions related to response activities. **(Level 3)**
Search Spotter Techniques	Personal motivation Night vision acclimatisation Scanning techniques Communication of sighting Fatigue	In accordance with IAMSAR vol. III, Appendix C Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637	Integrate search spotter techniques into CCGA activities. **(Level 4)**
Search Plan	Vessel Characteristics Visual Search Electronic Search	In accordance with IAMSAR Vol. III, Section 2 (i.e. 2-9) Vol. II, Chapter 5 and Standard Operating Procedures	Modify search action plan to respond to urgency and distress situations. **(Level 4)**
On Scene Coordinator	Responsibilities Communications	In accordance with IAMSAR Vol. III, Section 3 (i.e. 3-2 and 3-7) and CCGA National Guidelines (3.7)	Carry out stated duties as OSC. **(Level 4)**

5. Function – Rescue Operations

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Rescue Planning	On-scene communications Awareness of local resources	In accordance with IAMSAR Vol. III, Section 3 (i.e. 3-6 to 3-14) and Standard Operating Procedures.	Use local resources in rescue planning. **(Level 2)**

Initiate and Conduct Rescue	Maneuvering and Recovery
	   Persons in water
	   From life rafts/survival craft
	   From other vessel/ditched aircraft/fixed structures
		In accordance with IAMSAR Vol. III, section 2 (i.e. 2-30), n accordance with Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637	Adapt techniques for recovery of persons according to situations presented.
			
			(Level 4)

Column 1	Column 2	Column 3	Column 4
Competence	Knowledge, Skills and/or Attitudes	Reference for demonstrating competence (condition)	Level of competence required (standard)
Initiate and Conduct Rescue	Boarding	In accordance with IAMSAR Vol. III, section 2 (i.e. 2-30), Type 100/300 Operational Guidelines	Identify conditions under which boarding can be carried out; Demonstrate procedures with respect to boarding. **(Level 3)**

	Disorientation
	    Vessels
	    Persons
		In accordance with IAMSAR Vol. III, section 4 (i.e. 4-16),	Resolve situations arising due to disoriented vessels and/or persons. **(Level 3)**

	Helo-Ops	In accordance with IAMSAR vol. III, section 2 (i.e. 2-21 to 2-30) Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637	Integrate helo-ops into CCGA activities. **(Level 4)**
Towing	Inspect gear/fittings Prepare gear Precautions/safety	In accordance with Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637, CCGA national guidelines (sections 4 and 5) and TP9224 (SAR Skills Training Standard)	State precautions when dealing with tow gear. **(Level 3)**
	Approaching the Tow Monitoring the Tow Completing the Tow	In accordance with Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637and TP9224 (SAR Skills Training Standard)	Select means of transferring the towline. Demonstrate towing procedures. **(Level 3)**
First Aid	Equipment Skills Medivacs Universal precautions	In accordance with IAMSAR Vol. III, section 2 (i.e. 2-36, 2-55) (2-27/2-28) and standard operating procedures	Integrate aspects of first aid in CCGA activities **(Level 4)**

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Associated SAR agencies	Conducting rescue ops with associated SAR agencies	With reference to IAMSAR Vol. III, Section 1 (1-1), Vol. I, Chapter 6 (6.3) and local contingency plans	Carry-out SAR operations with associated SAR agencies. **(Level 2)**

6. Function – Training and Development

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Personal Training Plan	Courses Exercises	In accordance with CCGA National Guidelines and By-laws and regional guidelines/by-laws	Explain the training process for SAR operational roles of the CCGA. **(Level 1)**
Exercise Training	Initiate Participate in Brief/Debrief results of exercises	In accordance with CCGA National Guidelines and By-laws and regional guidelines/by-laws	Carry-out/participate in SAR related exercises and training. **(Level 2)**

7. Function – Public/Media Relations

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Liaison with response organizations	Verbal In writing Participation in joint training exercises	With reference to IAMSAR Vol. III, Section 1 (1-1), Vol. I, Chapter 6 (6.3) and local contingency plans	Participate in joint exercises/response efforts with SAR related organizations. **(Level 2)**
Dealing with Media/Public	Verbal briefings	In accordance with IAMSAR Vol. III, section 2 (i.e. section 2-39) (2-58), National Guidelines (6.17 and Annex B), and Operational Guidelines for Search and Rescue Units (Type 100 and 300) TP 11637	Respond to media / Public inquiries. **(Level 2)**

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Respond to enquiries from next of kin	Verbal briefing using tact and compassion	With reference to NSM (section 4) and regional policies	Respond to immediate, face-to-face, enquiries from next of kin. **(Level 2)**

8. Function – Personnel Management

Column 1	Column 2	Column 3	Column 4
Competence	*Knowledge, Skills and/or Attitudes*	*Reference for demonstrating competence (condition)*	*Level of competence required (standard)*
Assess Crew Capabilities	Suitability for tasking Training/Knowledge/Experience	With reference to IAMSAR Vol. III, Section 3 (i.e. 3-5, 3-6), CCGA National Guidelines	Analyze crew capabilities prior to accepting a tasking. Recommend training for crew in order to maintain response capabilities. **(Level 3)**
Supervision	Maintain Regulation Standards Implement regular rotation Recognize signs of fatigue	With reference to the Guide for Supervisors (TP 5506) or other suitable document	Explain the supervisory skills required of an owner/operator in the CCGA **(Level 2)**
CISM/PTSD	Prevention Signs Training Provide briefings and debriefings. Follow-up	In accordance with CISF standards	Explain effects of CISM. Assist crew as required to deal with CISM through briefings/debriefing and/or referral as required. **(Level 2)**
Team Work	Team approach Adaptability / Flexibility delegation	With reference to government competency standards for managers (Team Work) or other suitable reference	Describe the factors that influence a strong team **(Level 2)**

Table 3- Competence chart for CCGA Safe Boating Specialist

To Be Developed

Table 4- Competence chart for CCGA Administrative Roles

To Be Developed

Table 5- Competence chart for CCGA Training Roles

To Be Developed