

National Sea Rescue Institute of South Africa “NPC”

Registration No 1967/013618/08

“the Institute”

Sea Hours and Service Requirement Policy

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1. JOINING PROCESS TO BECOMING NSRI CREW

- A. Candidate enquires in person at station, or introduced through current crew, or
- B. Candidate enquires by email / phone.
- C. Ask them to have a look at the *Introduction to Sea Rescue* document on our website. (Ways to support us> Volunteer your time> Introduction to Sea Rescue).
- D. Invite them down for a station face to face meeting / interview with the station management (date decided by station).
- E. Give them / email them a set of indemnity & application forms, which are to be filled in correctly & handed in before or on the induction day. A parent or Guardian must sign in the case of an applicant under 18 years, in the presence of witnesses on station.
- F. The potential volunteer career options are:
 - Coast Watcher
 - Sea going crew
 - Shore crew
- G. If they wish to be **Coast Watchers**, and meet the requirements – arrange for them to undergo the training course online, and arrange for a home visit to help set up pelorus / *Multimeasures* app use and explain the process as prescribed by the eLearning course for Coastwatcher's. Here they can get loaded on the MIS and added to the station contact list for potential assistance in rescue operations.
- H. If they wish to be **Sea going or shore crew** - invite them down to an induction day, where they do the swim test, pre-sea course & fitness test. Note that at this point they are not covered by insurance, so be cautious as to the risk of the tasks requested of them. Parent / Guardians must be present on the day of induction in the event of a candidate under 18 years of age.
 - Potential Shore Crew members do not need to do the fitness or swim test, but should do pre-sea course, standing orders and SOP's.
 - The Practical Pre-Sea course tasks (on the back of the certificate) must be completed and signed off. The certificate must be signed, and uploaded to MIS and put in the crew persons file for SAMSA inspection purposes.
 - On the induction day, the candidate (for Sea-going crew) must undertake the swim and fitness test at their own (or guardian's) risk as stipulated by the indemnity form.
 - They must read and sign the station standing orders & get basic instruction in station SOP's.
- I. The minimum age for Joining Sea Rescue as a trainee is 16 years of age. As with any trainee and any volunteer – training conditions and expectations must be appropriately matched to the candidate's ability, to manage their safety.
 - Junior crew are able to join from age 12 onwards, but they are not covered by insurance. See Junior crew policy for more information.

- J. No trainee is permitted to go on a rescue operation at any time, until they are qualified as operational sea-going rescue Crew.
- K. If the candidate passes the induction day – they then go for a medical, using the prescribed form for sea going crew. Non-sea going crew only require a letter stating they are fit for the type of service they will offer (administrative or active).
- L. Once a candidate has completed the medical they meet the station committee and get loaded on the MIS. This is the official “join date”. Collect all relevant paperwork (ID, drivers, forms & info and crew photo must be uploaded to MIS).
 - **Remember that no one is covered by insurance until they are on the MIS!**
- M. The candidate gets a trainee crew shirt and are created as users on the eLearning system so they can start the theory courses.
- N. Trainees at this point should be assigned a “mentor” to guide them through the training process and station tasks. Those who will be sea crew are to start sea training to get the required sea hours for acceptance as operational sea crew.
- O. Trainees (both sea going and shore crew) need to complete the following eLearning courses to become crew:
 - PreSea Course.
 - Introduction to Sea Rescue Course.
 - Trainee Crew Course.
 - Maritime Emergency Care Course.
- P. Trainees need to get the following task books signed off, before being accepted as operational crew:
 - PreSea certificate (should have been done on induction day).
 - Trainee Practical Task Book (shore or sea crew version).
 - Maritime Emergency Care Practical Task Book.

Minimum Sea Hours required before becoming Operational Sea-going Crew:
 50 hrs if class 1 or 2 station. (10 hours at least in darkness). Trainee hours don't count to Cox cert.
 30 hrs if class 3, 4 or 5 stations. (5 hours at least in darkness). Trainee hours don't count to Cox cert.

- Q. When ready to become operational crew (shore crew or sea-going) – the candidate meets the committee again and are officially accepted as crew (designation amended on the MIS). The process and expectations going forward should be clarified – and the crew should be allocated to an operational crew. Here they are supplied with a crew shirt, a crew cap and shorts – which are free for the first issue.
- R. Note that the station management has the right and the responsibility to promote or refuse any candidate. Aptitude, temperament, humility and living the Sea Rescue values – should be used as definite criteria for assessment when first taking on trainees, when promoting trainees to crew, and promoting crew to trainee coxswains.

2. CREW LOGBOOKS

Every crewperson must ensure their personal sea time logbook is filled in after each and every training exercise or rescue.

- All time must be entered in hours and decimals (not minutes). (Example: 1.25 hours, not 1h15min).
- Every page of the logbook must be for a single class of vessel. (Example: a 1 hour trip on a class 3 vessel should not be logged on the same page as a 1 hour trip on a class 1 vessel).
- The following designations should be used:
 - Crew = CREW
 - The specific role served must also be logged, for class 1 vessels:
 - Deck Crew - CREW
 - Helmsman - HELM
 - Navigator – NAV
 - Bosun – BOSUN
 - Training Coxswain – T COX
 - Coxswain - COX.

Note that logbooks are verified externally by SAMSA, so it is essential that they are neatly kept and accurate. Note *Tipex* is not allowed – corrections can be made with a single strikethrough, with signature on to verify the correction. A crewperson's logbook is their property and responsibility, not the stations. MIS hours are not “official”, but can be used as a verification step. Only copies sent in by a Station Commander will be accepted for Coxswain ticket application. Do not mail the original logbook to head office, due to the risk of loss. Ensure that every page is signed by both the crew person and Station Commander.

3. PROCESS ONCE ACCEPTED AS OPERATIONAL SEA OR SHORE CREW

- A. New Crew are to continue with training with a focus on the various roles in which they can serve. They should be mentored to the areas that they have a natural interest in. This will evolve throughout the course of the Volunteer's career, with respect to their service years, age and natural interests.

The Roles are:

Shore Crew:

Station Maintenance
 Rescue Vehicle/Tractor Operator
 Station Administrator
 Station Fundraiser / Guest speaker
 Control Room Operator

Sea-going Crew:

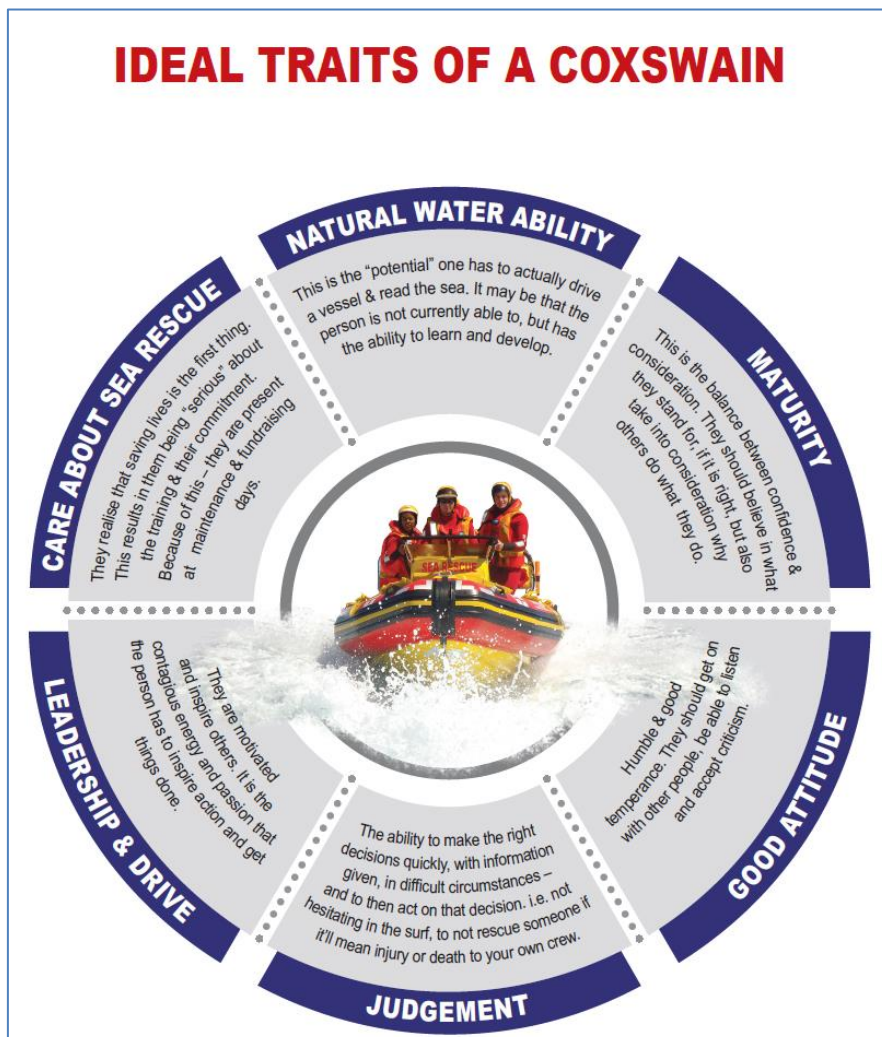
Rescue Crew / Deck Crew
 Navigator
 Engineering
 Helmsman
 ASR Crew

- B. For each of these roles there is a certificate of achievement once all the required courses, tasks and hours are completed. For detail on each role – have a look at the online learning landing page.
- C. A lot of the courses for the various roles do overlap. Shore Crew are welcome and encouraged to complete the non- sea going courses of the sea going crew's roles, and Sea Crew are welcome and encouraged to complete the various shore crew roles.

- D. Sea-going crew must complete the three - fold fitness currency and assessment at least once every 6 months. (As per the Age, crew wellness and injury during service policy).
- E. For their own safety and safety of their fellow crew - Sea-going crew should complete at least two sea hours every month, or 12 hours averaged over 6 months. It is advised that sea-going crew serving less time than this:
 - a. be encouraged to undertake to achieve more time at sea, or
 - b. transfer to shore crew, or
 - c. take official shore leave,

Until they can commit to ongoing skill development and currency.

- F. For Operational Crew under the age of 18 years (as with any volunteer of any age), the StatCom and Coxswains must ensure the operational conditions and expectations are appropriately matched to the volunteers’ ability, in order to manage their safety.



4. PROCESS TO BE ELIGIBLE TO BECOME A TRAINEE COXSWAIN

Suitable sea-going crew who are of the correct age and ability should be encouraged to become, as well as designated as trainee Coxswains sooner rather than later (preferably with a minimum experience of a year as a crewman first).

To be chosen to become a trainee Coxswain on station is a privilege given to volunteers who have the right skill, character makeup and mantle for leadership on board a vessel as well as on station (See image above). It is not merely a reward for long service.

Candidates should have:

- Been serving as an operational crew person for at least 1 year.
- At least 50 sea hours as a crew person (for class 4 and above), of which at least 10 should be operational rescue hours.
- At least 20 hours as a crew person (For class 5), of which at least 5 should be operational rescue hours.
- For Class 1, Class 2 and Class 3 should be qualified Bosun

Once designated as a trainee Coxswain for class 3, 2 or 1 the candidate must be booked to attend an official Coxswain development course.

5. VESSEL CONTROL REQUIREMENTS FOR TRAINING AND OPERATIONS

Note that all class 3 vessels and above must always be under the full control of a SAMSA certified NSRI Coxswain, with the appropriate Coxswain endorsement for the class of craft required listed on their certificate of competence.

For training purposes, class 4 vessels may be helmed by designated Trainee Coxswains, but only under direct line of sight & communication supervision of a properly qualified and current Coxswain on shore, or another vessel (<1km). The responsibility for injury, loss or damage remains with the supervising Coxswain and this is only permitted after an appropriate risk assessment is undertaken for the conditions / task. Only suitable candidates, who are nearing readiness for Coxswain certification are permitted to take these vessels out.

For rescue and PR purposes, only a properly qualified and endorsed Coxswain may take charge of class 4 or 5 vessels.

On new stations, or where there are shortages of Coxswains, an exemption request may be submitted to SAMSA through head office for SAMSA qualified skippers to skipper NSRI rescue vessels without a valid Rescue Coxswain Endorsement, but this is only a short-term measure, and a full application process must follow within a reasonable time.

6. PROCESS TO BECOME A SAMSA CERTIFIED NSRI COXSWAIN

The SAMSA coxswain training program covers the following five classes of rescue vessel coxswains:

- Class I: Rescue Vessels more than nine metres in length (<25 ton), inboard diesel driven.
- Class II: Rescue Vessels more than nine metres in length (<25 ton), outboard petrol driven.
- Class III: Rescue Vessels nine metres or less.
- Class IV: Rescue Vessels with a single motor and no navigational lights.
- Class V: Rescue Vessels operated on inland waters.

The Requirements for application submission to SAMSA for each are as follows:

CLASS V (Inland Waters – day & night)

- 18 Years of age
- 1 year service as an operational member of an NSRI station, (or 6 months service as a member of an NSRI station with the balance of the 6 months service consisting of acceptable sea service or inland boating time on vessels other than rescue vessels)
- 50 hours logged service as a crew member of a Class 5 rescue vessel, which is to include:
- 20 logged hours as a trainee Coxswain (actual helm time) on the class of vessel applied for
- Class 5 task book to be completed & pass Class 5 Theory Exam.
- Administrative requirements as per application form to be completed: (paperwork / medical / courses, etc.)
- Coxswain assessment course passed

CLASS IV (daylight hours only, single engine & 1NM offshore)

- 18 Years of age
- 1 year service as an operational member of an NSRI station, (or 6 months service as a member of an NSRI station with the balance of the 6 months service consisting of acceptable sea service or inland boating time on vessels other than rescue vessels)
- 50 hours logged sea time under the tutorship of a NSRI Coxswain on Class 4 vessels.
- At least 20 hours of actual helm time on tiller vessels.
- Relevant Class 4 task book to be completed (tiller vessels or Rescue runner) & pass Class 4 Theory Exam.
- Administrative requirements as per application form to be completed: (paperwork / medical / courses, etc.)
- Appropriate eLearning courses completed.
- MEC certificate & VHF SRC completed.

For Class 3, 2 and 1 Coxswains – candidates will have to have completed and passed the Coxswain assessment course through head office, prior to submission of the Coxswain paperwork. This is a verification step to ensure SAMSA and Sea Rescue requirements are met.

CLASS III (Coastal Vessels, <9m, category B)

- 21 years of age
- 2 years' service as a member of an NSRI station, (or 6 months service as a member of an NSRI station with the balance of the 2 years' service consisting of acceptable sea service on vessels other than rescue vessels)
- 100 logged hours crew service as a crew member of any rescue vessel, which is to include:
- 50 logged hours on Class II or III vessels
- Qualified Bosun
- 10 hours as a trainee coxswain
- 20 hours performed during the hours of darkness on class being applied for
- Class 2 or 3 task book to be completed
- Administrative requirements as per application form to be completed: (paperwork / medicals / courses, etc.)
 - VHF Short range certificate
 - Valid MEC certificate
- Completed applicable eLearning courses
- Passed the centralised Coxswain assessment course, including all relevant theory exams.

CLASS II (Coastal Vessels, >9m, <25t, petrol driven, category B)

- 21 years of age
- 2 years' service as a member of an NSRI station, (or 6 months service as a member of an NSRI station with the balance of the 2 years' service consisting of acceptable sea service on vessels other than rescue vessels).
- 100 hours crew service as a crew member of any rescue vessel, which is to include:
- 50 hours on Class II vessels
- Qualified Bosun
- 10 hours as trainee coxswain on Class II vessels
- 20 hours performed during the hours of darkness
- Outboard engine course to be completed
- Class 2 task book to be completed
- Administrative requirements as per application form to be completed: (paperwork / medicals / courses, etc.)
 - VHF short range certificate
 - Fire-fighting course
 - ENS course
 - Valid MEC certificate
- Completed applicable eLearning courses
- Passed the centralised Coxswain assessment course, including all relevant theory exams.

CLASS I (Coastal Vessels, >9m, <25t, diesel driven, category B)

- 21 years of age
- 3 years' service as a member of an NSRI station, (or 6 months service as a member of an NSRI station with the balance of the 3 years' service consisting of acceptable sea service on vessels other than rescue vessels).
- 150 hours crew service as a crew member of any rescue vessel, which is to include:
- 50 hours on Class I vessels

- 50 hours as trainee Coxswain on Class I vessels
- 30 hours performed during the hours of darkness
- Qualified Bosun
- Diesel Engineering Task book to be completed
- 25 hours understudying engine maintenance & care.
- Class 1 task book to be completed
- Administrative requirements as per application form to be completed: (paperwork / medicals / courses, etc.)
 - VHF short range certificate
 - PST course (life raft)
 - Fire-fighting course
 - ENS course
 - Valid MEC certificate
- Completed applicable eLearning courses
- Passed the centralised Coxswain assessment course, including all relevant theory exams. (Pre-requisite for this is the designation of Bosun).

A Station Coxswain is required to have leadership skills – both in terms of vessel leadership as well as in general station life. They must support the mission & vision of the institute and be a team player.

In terms of keeping skills fresh & retaining currency – A NSRI Coxswain is expected to maintain a sea going record of at least 24 hours a year, or 12 hours averaged over 6 months, but this can be reduced depending on the specific station context and situation. Any queries can be raised through the operations manager.

Final Approval to act as a Coxswain on station rests with the Station Management Committee, irrespective of whether the candidate holds a valid endorsed ticket.

7. PROCESS TO BECOME ELIGIBLE TO BE A STATION COMMANDER OR DEPUTY STATION COMMANDER

To be eligible to be nominated as a Station Commander, the crew person must have three years of operational service. The potential Station Commander or deputy is also expected to have completed the courses for and served in the following roles in his /her career path:

- Station Administrator, Station Fundraiser / Guest speaker, Control Room Operator, Station Maintenance.
- Completed Station Leadership Course.

Appendix 1: Class 1 ORC Manning Requirements

Deck / Rescue Crew

- Completed Pre-sea course
- Completed Crew course
- Valid MEC
- Completed Maritime Extrication level 1
- All boats emergency systems (emergency steering, flooding, fire, DC, equipment locations)
- Life-raft / sea survival
- Rescue techniques & recovery (casualties / towing / rafting)

Navigator:

At least 20 hours as Class 1 deck / rescue crew

SRC Course

ENS and Electronic Equipment Course

RADAR, GPS and DSC radio

Navigation Course

Advanced Navigation Course

Helmsman:

Class 3 Coxswain (Exemption for special cases)

30 Hours as Class 1 Helmsman – under coxswain supervision

Attend Coxswain Class 1 development Course,

including: Advanced helming Course
 Basic Diesel Engineering Course & task book

Engineering:

Class 3 Coxswain (Outboard motor course – electrical, fuel systems)

30 Hours Understudying Engineering – Engineering course hours count towards

Attended Course, Diesel Engineering Course & task book completed

Practical and theory exam

Bosun 2IC:

30 hours training in this qualification

Qualified Class 1 Navigator

Qualified Class 1 Helmsman

Qualified Class 1 Engineer

Diesel Engineering Course (Advanced)

All boats Advanced Electronic Systems Specialist – understanding wiring systems (diagrams, fuses, and bilge system)

Proficient in all rescue techniques to run aft deck. (Closed loop communication, crew management and Leadership)

Class 1 ORC Coxswain:

30 Hours on Class 1 vessel, as a Bosun. (150 hours in total on class 1 vessels).

Qualified Bosun

Class 1 Coxswain Assessment Course

Soft Skills training (Dealing with Stress, Leadership and Conflict management)