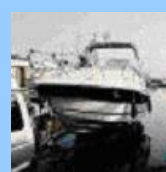


International Certificate of Competence ('ICC')



Each year we are approached by many people who wish to achieve their International Certificate of Competence ('ICC') so that they can either use their own craft or charter abroad (most commonly in Spain or France). In this *Information Sheet* we hope to: Detail the various types of ICC available; show you how you get your ICC; explain the ICC Practical Test; explain how you get the Inland Endorsement; clarify who is entitled to ICCs and their discuss validity abroad. We have also included the ICC form for you to apply with. Please do not hesitate to call us for more information or to discuss your specific needs.

What 'types' of ICC are available?

There are four 'types' of ICC available:

- Power less than 10m
- Power less than 24m
- Sail (includes Power less than 10m)
- Personal Watercraft

Inland endorsements are available on each of these types of ICCs

How do I obtain an ICC?

You can obtain an ICC in two ways:

- Submit a copy of an appropriate RYA Course Certificate to the RYA. Or..
- Undertake and successfully pass an ICC test

Appropriate RYA Certificates for ICC applications are:

	<i>Coastal</i>	<i>Inland</i>	Power		Personal Watercraft	Sail
			< 24m	< 10m		< 24m
		<i>See note!</i>				
RYA Powerboat Level 2 (Coastal)	Yes	Yes		Yes		
RYA Powerboat Level 2 (Inland)	No	Yes		Yes		
RYA Dayskipper Practical (Power)	Yes	Yes	Yes			
RYA Motor Cruising Helmsman	No	Yes	Yes			
RYA Dayskipper Practical (Sail)	Yes	Yes		Yes		Yes
RYA Personal Watercraft Certificate	Yes	Yes			Yes	

NB: This table is an abridged version of the one that appears on the ICC form. See later.

Note: To be used on Inland Waterways the CEVNI endorsement is required – see later section.

The ICC Practical Test

What is the ICC test?

In the ICC form later in this document you will find the syllabus for the ICC test. Put simply, the ICC Practical Test tests that your knowledge is at the level of the Powerboat Level 2 Certificate (for <10m ICCs), or the Dayskipper Practical (Power) Certificate (for <24m ICCs).

The Assessor will structure a test that requires you to demonstrate your ability in respect of practical boat handling but also your knowledge of a variety of areas such as navigation, pilotage, passage planning etc.

The Assessor's job is to ascertain that you have the knowledge and capability to justify award of the ICC. He/she will not attempt to catch you out or set you tasks beyond your ability but they do expect you to be able to successfully and safely demonstrate the practical tasks detailed later in this document. The Assessor appreciates that when manoeuvring a craft not everything always goes right first time. If you do make a mistake then he/she will be looking for a rapid realisation that things aren't going right then a correction of the mistake followed by successful execution of the task. A repeated need to undertake the tasks again is unlikely to lead to award of the Certificate. Likewise, with areas such as the Collision Regulations, Charts and Tides etc a repeated failure to successfully answer questions is unlikely to lead to an award of the Certificate.

Why choose to undertake an ICC test rather than complete the relevant RYA course?

For < 10m ICCs: You wouldn't! If you were to undertake an assessment you would choose to undertake the Powerboat Level 2 Assessment and use the certificate to apply for your ICC. In this way you get the ICC and the Level 2.

For <24m ICCs: The option to be assessed to achieve the RYA Dayskipper Practical certificate is not available so you either take the 4 day Dayskipper Practical course or undertake an assessment. For those individuals already possessing good boat handling and theory competence schools (us included) tend to run 1, 2 or 3 day bespoke courses including the ICC assessment. In this way the ICC can usually be achieved more quickly than by taking the Dayskipper course. This is not a suitable option for everyone – please call to discuss. Realistically this option is only financially viable if we are using your boat as rarely do we have enough people all of the same level, at the same time, wanting to do such a course on our motor cruiser.

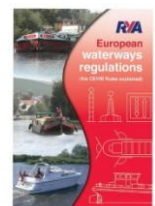
Please note that an ICC test to achieve the <24m ICC must be on a boat over 10m, if the boat is less than 10m then the <10m ICC will be issued.

Can we take the ICC test on your school boat?

Yes.

Inland Endorsements

To achieve the Inland Endorsement you need to undertake a CEVNI test. The CEVNI test is conducted by the Test Centre and requires you to answer about 20 multiple choice questions on the regulations surrounding boating on the inland waterways of Europe. The test will take you about 10-15 minutes, to stand a chance of passing you will need to read the RYA European Waterways Regulations Handbook. This book contains all of the information you need and some sample questions.



RYA European Waterways
Regulations: The CEVNI Rules
Explained

Who can apply for an ICC?

Individuals intending to obtain the International Certificate of Competence are advised that RYA 'rules' state: *"This certificate is available only to British citizens and bona fide British Residents over the age of 16. Evidence of residency for non-citizens will be required in the form of a photocopy of a driving licence, utility bill, Council Tax bill or bank statement etc. Further authenticated evidence of residency for non-citizens may be required. The ICC is acceptable for British citizens or residents using a British flagged vessel for leisure. Other countries may accept the ICC for their native flagged vessels."*

Frequently asked questions

Q: How long does it take to get the ICC once I've sent it to the RYA?

A: This depends on the time of year that you apply. At quieter times turnaround at the RYA is very quick whereas understandably at certain times of the year when demand is higher it could take a few weeks. We suggest that if possible you join the RYA in advance of applying and if necessary pay to 'Fast Track' the application. If necessary you can actually go to the RYA offices in the Hamble, pay the Fast Track fee and they will usually do it while you wait. We suggest you call the RYA to confirm this is feasible on the day you intend visiting though.

Q: Do I need to be an RYA Member to get an ICC?

A: No. That said if you are a RYA member the certificate is free. As a non member you pay a fee greater than the membership fee so you may as well join!

Q: Do I need to renew it and if I do, do I need to be re-assessed?

A: You need to renew every 5 years. This is just a form filling exercise though and you do not need to be re-assessed.

Q: How much does it cost?

A: For 2009 the ICC fee is £39 whereas the membership fee for an individual is about £35.

Q: Is it valid everywhere?

A: Good question! A common misunderstanding is that your ICC gives you rights to boat in certain locations. Our understanding is that the ICC is evidence of your competence and is not technically an international boat driving licence as such. It is up to countries and areas within countries to decide whether they will accept the ICC as proof of capability. Our advice is to check first if you are basing any travel plans on the assumptions that the ICC will be accepted – we are yet to come across any issues in Europe though.. Equally, do bear in mind that this is not a commercial qualification.

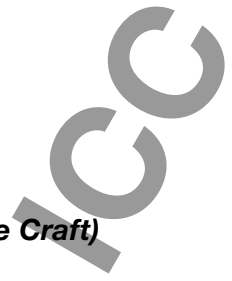
For more information visit www.rya.org.uk/KnowledgeBase/boatingabroad/icc/Pages/ICC.aspx

Q: If I am applying using a RYA Certificate does the School/Instructor need to sign the form?

A: No. This is a common misunderstanding at many schools. If you are applying using a Certificate as evidence of competence then just send a photocopy of the certificate and complete section 11a. If you have undertaken the CEVNI test (for inland use) we will need to sign the form though.



Royal Yachting Association
 RYA House Ensign Way Hamble Southampton SO31 4YA
 Tel: 023 8060 4100 Fax: 023 8060 4299 Web: www.rya.org.uk



APPLICATION FOR INTERNATIONAL CERTIFICATE OF COMPETENCE (Pleasure Craft)

NOTES FOR APPLICANTS

1. **ELIGIBILITY** This certificate is available only to British citizens and bona fide British Residents over the age of 16. Evidence of residency for non-citizens will be required in the form of a photocopy of a driving licence, utility bill, Council Tax bill or bank statement etc. Further authenticated evidence of residency for non-citizens may be required.

The ICC is acceptable for British citizens or residents using a British flagged vessel for leisure. Other countries may accept the ICC for their native flagged vessels.

2. **EVIDENCE OF COMPETENCE** Evidence may be provided in one of the following ways:

- a. By producing an RYA certificate of satisfactory completion of a relevant PRACTICAL course, an RYA/MCA Certificate of Competence or a Statutory Certificate of Competence issued by the MCA, or a services Bridge Watch keeping Certificate. See full list on page 4. Section 11a below must be completed.
- b. By passing a test of competence at an RYA recognised training centre or an RYA affiliated club authorised to carry out tests. For power endorsed ICCs, this test must be carried out on a vessel appropriate to the type of ICC required, ie above or below 10 metres. Section 11b below must be completed.
- c. All applicants applying for the inland category must have passed a test for the CEVNI (European Inland Waterways Regulations) at an RYA recognised training centre or an RYA affiliated club authorised to carry out tests. This is an additional test for Inland Waters and you must still include practical evidence as detailed in Sections 2a and 2b above with your application. Section 11c below must be completed.

Please allow 21 days for issue of certificate. Please use block capitals throughout.

1. **NAME** Mr/Mrs/Miss _____ Forename _____ Surname _____

2. **COUNTRY OF BIRTH** _____ **DATE OF BIRTH** _____

3. **NATIONALITY** _____

4. **ADDRESS** _____

_____ Post code _____ 5. **DAYTIME TEL. NUMBER** _____

6. **UK PASSPORT NUMBER (British citizens only)** _____

7. **CERTIFICATE TO BE ENDORSED FOR:**

Type of vessel

- Sail up to 24m (includes power up to 10m)
- Personal Watercraft
- Power up to 10m
- Power up to 24m

Waters

- Inland
- Coastal

8. **PASSPORT SIZE PHOTOGRAPH ATTACHED** - please print your name on the reverse

9. **PAYMENT** *Fast Track Service - for a small additional charge we can guarantee a 2 working day turnaround from the date we receive the application. If you require this service, please clearly mark your application with "FAST TRACK" and include the additional £10.00 fee.

- either RYA Membership Number _____ ICC is free to RYA members (£10 will be required for Fast Track)*
- or RYA Membership application and subscription fee attached (plus £10 for Fast Track if required)*
- or International Certificate of Competence fee enclosed **£39** (plus £10 for Fast Track if required)*

10. **SIGNATURE OF APPLICANT**

I declare that I am over 16 and mentally and physically fit _____

11. a. **EVIDENCE OF COMPETENCE ENCLOSED** Photocopies to be enclosed, not originals. See notes above.

Also complete 11c if applying for a certificate for use on inland waters. Please list copy certificates enclosed.

b. **PRACTICAL TEST** carried out at (Not applicable to Personal Watercraft)

Club or training centre _____ Date _____
 Name of tester _____ Signature of tester _____
 Type of vessel used for test _____ Length (m) _____

c. **CEVNI TEST (required for inland certificates only)** carried out at

Club or training centre _____ Date _____
 Name of tester _____ Signature of tester _____

APPROVED BY FLAG OFFICER/TRAINING CENTRE PRINCIPAL

The applicant successfully completed the test as shown in 11b or 11c above and is recommended for the award of a certificate for the type of vessel and waters shown above

Name of flag officer or principal _____

Signature _____ Date _____

PLEASE WRITE NAME ON PHOTO AND CLIP ON HERE

ORAL/WRITTEN TEST FOR INTERNATIONAL CERTIFICATE OF COMPETENCE

A. ALL CANDIDATES

REGULATIONS

1. Knows responsibility for keeping a proper lookout
2. Can determine a 'safe speed'
3. Can recognise a potential collision situation
4. Can identify 'give way' vessel in a collision situation
5. Knows what action to take as 'give way' and 'stand on' vessel
6. Knows responsibilities of a small vessel in a narrow channel
7. Can recognise manoeuvring signals (1,2,3 & 5 short blasts)
8. Can make and recognise visual distress signals

SAFETY

1. Is able to use and instruct crew on the use of:
Lifejackets
Distress flares
Fire extinguishers
'Kill cord' (if fitted)
2. Can prepare a boat for use and take sensible precautions before setting out, including:
Engine checks
Check fuel for range/duration of trip
Obtain weather forecast
Avoid overloading boat

B. INLAND ONLY

1. Understands CEVNI (European Inland Waterways Regulations)

C. ADDITIONALLY, FOR CANDIDATES FOR COASTAL WATERS

REGULATIONS

1. Knows rules relating to Traffic Separation Schemes
2. Knows requirements for navigation lights and shapes to be displayed by own vessel
3. Can recognise the following from the lights:
Power driven, sailing vessel, vessel at anchor, tug and tow, fishing vessel, dredger
4. Knows sound signal to be made by vessels as in Q3

PILOTAGE

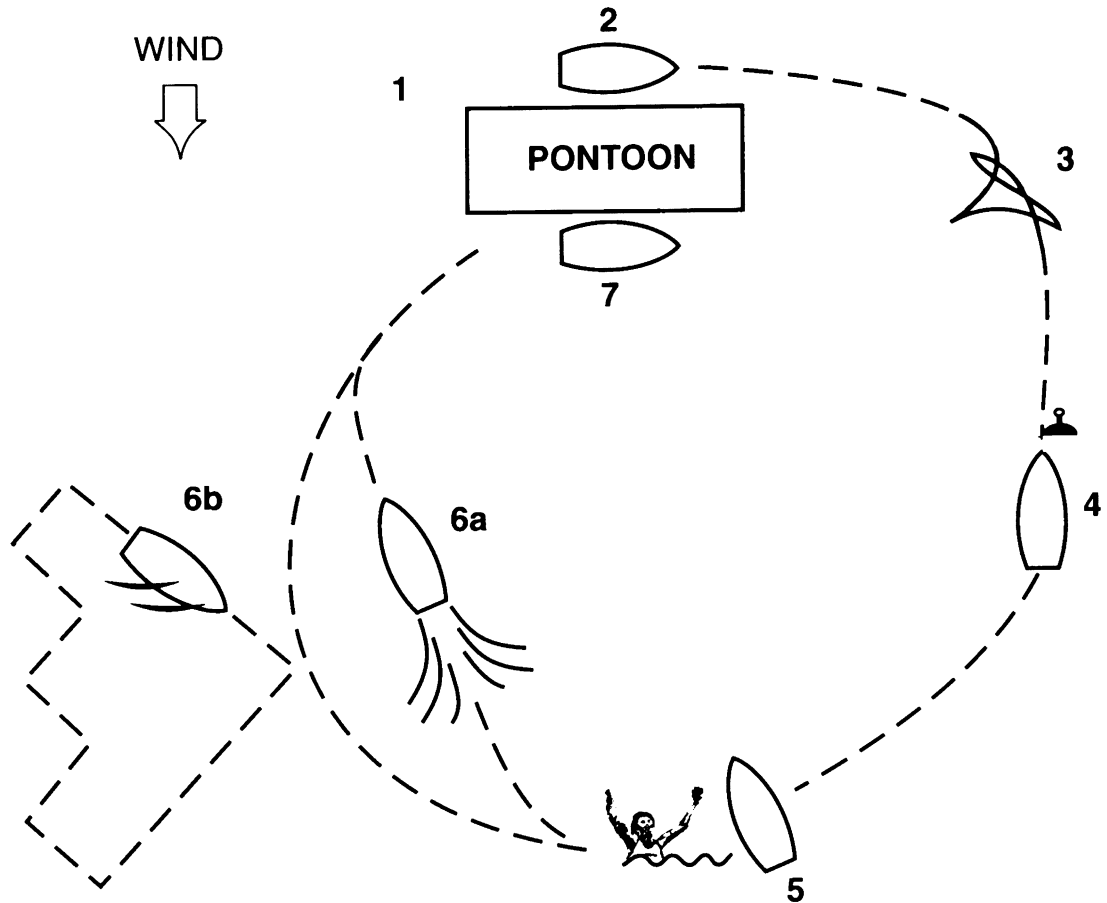
1. Can recognise, by day and night, and understand significance of buoys of the IALA system
2. Knows sources of information on: local regulations, port entry and departure signals, VTS and Port Operations Radio
3. Can plan a harbour entry/departure, taking account of possible presence of large vessels and avoiding navigational hazards

NAVIGATION

(Chart & Plotting Instruments required)

1. Can interpret a navigational chart, understand significance of charted depths and drying heights and can identify charted hazards
2. Can plot position by cross bearings and by Lat/Long
3. Can determine magnetic course to steer, making allowances for leeway and tidal stream
4. Can use a tide table to find times and heights of high and low water at a standard port
5. Can determine direction and rate of tidal stream from a tidal stream atlas or tidal diamonds on a chart
6. Understands basic use of GPS

BOAT HANDLING TEST FOR SAIL AND POWER



Sailing boat may be handled under engine for all manoeuvres except 6b.

1. Start

- Give safety briefing including use of safety equipment
- Has listened to weather forecasts
- Pre start engine checks
- Start engine
- Check cooling
- Knows fuel range



6a. High Speed Manoeuvres [if appropriate]

- Use kill-cord if appropriate
- Choose suitable area
- Show awareness of other water users
- Warn crew before each manoeuvre
- Look around before S and U turns
- Control speed on U turns



2. Depart from Pontoon

- Understands use of springs to depart from lee wall/pontoon
- Communicate with crew
- Position fenders correctly



6b. Handling Under Sail [if appropriate]

- Sail triangular course with one leg to windward
- Choose suitable area for hoisting/lowering sails
- Use sails suitable for prevailing conditions
- Show awareness of wind direction
- Trim sails correctly on each point of sailing
- Warn crew before manoeuvres
- Look round before tacking and gybing
- Control sails during tacking and gybing



3. 360° Turn in Confined Space



4. Securing to Buoy

- Communicate effectively with crew
- Prepare warp
- Choose correct angle of approach
- Control speed of approach
- Secure boat effectively
- Depart from the mooring safely



7. Coming Alongside Windward Pontoon

- Communicate effectively with crew
- Show awareness of other water users
- Prepare warps/fenders
- Choose correct angle of approach
- Control speed of approach
- Stop boat in place required and secure to pontoon
- Stop engine



5. Man Overboard

- Observe MOB or instruct crew to do so
- Demonstrate correct direction and speed of approach
- Make suitable contact with MOB



ACCEPTABLE EVIDENCE OF COMPETENCE

The following Certificates of Satisfactory Completion of Practical Courses and Certificates of Competence are acceptable as evidence of competence for the issue of a ICC. The list is not comprehensive and other certificates of a similar standard may also be accepted. **Please send photocopies, not original certificates.**

COURSE COMPLETION CERTIFICATE OR CERTIFICATE OF COMPETENCE HELD	ICC MAY BE ISSUED FOR					COURSE COMPLETION CERTIFICATE OR CERTIFICATE OF COMPETENCE HELD	ICC MAY BE ISSUED FOR							
	POWER up to 10m	POWER up to 24m	SAIL up to 24m	INLAND WATERS (cevni test required)	COASTAL WATERS		POWER up to 10m	POWER up to 24m	SAIL up to 24m	INLAND WATERS (cevni test required)	COASTAL WATERS	PERSONAL WATERCRAFT		
National Powerboat Certificate [non tidal] Level 2 or above	✓			✓		Coastal Skipper [or higher] RYA/MCA Certificate of Competence [Power]		✓		✓	✓			
National Powerboat Certificate [tidal] Level 2 or above	✓			✓	✓	Coastal Skipper [or higher] RYA/MCA Certificate of Competence [Sail]	✓		✓	✓	✓			
Helmsman's Course Completion Certificate		✓		✓		MCA Deck Officer Certificate of Competence [Any grade]		✓		✓	✓			
Inland Waterways Helmsman Certificate		✓		✓		RN, Army or RAF Bridge Watchkeeping Certificate		✓		✓	✓			
Day Skipper Practical Course Completion Certificate [Power]		✓		✓	✓	MCA or Local Authority Boatman's Licence		✓		✓	✓			
Day Skipper Practical Course Completion Certificate [Sail]	✓		✓	✓	✓	MCA Boatmaster Certificate		✓		✓				
Coastal Skipper Practical Course Completion Certificate [Power]		✓		✓	✓	RYA Dinghy Instructor and National Powerboat Certificate Level 2 or higher	✓		✓	✓	✓			
Coastal Skipper Practical Course Completion Certificate [Sail]	✓		✓	✓	✓	Personal Watercraft Proficiency Certificate					✓	✓		

To join the RYA please complete and send this form to: RYA, RYA House, Ensign Way, Hamble, Southampton SO31 4YA

Title	Forename	Surname	Date of Birth	Male	Female
1.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address <input style="width: 100%;" type="text"/>					
Town <input style="width: 100%;" type="text"/>		County <input style="width: 100%;" type="text"/>		Post Code <input style="width: 100%;" type="text"/>	
Evening Telephone <input style="width: 100%;" type="text"/>		Daytime Telephone <input style="width: 100%;" type="text"/>			
email <input style="width: 100%;" type="text"/>			Signature: _____ Date: _____		

Type of membership required: (Tick Box)

- Personal** Annual rate £39 or £36 by Direct Debit
 - Under 21** Annual rate £13 (no reduction for Direct Debit)
 - Family*** Annual rate £58 or £55 by Direct Debit
- *Family Membership: 2 adults plus any under 21s all living at the same address

Please tick ONE box to show your main boating interest.

- | | |
|--|---|
| <input type="checkbox"/> Yacht Racing | <input type="checkbox"/> Yacht Cruising |
| <input type="checkbox"/> Dinghy Racing | <input type="checkbox"/> Dinghy Cruising |
| <input type="checkbox"/> Personal Watercraft | <input type="checkbox"/> Inland Waterways |
| <input type="checkbox"/> Powerboat Racing | <input type="checkbox"/> Windsurfing |
| <input type="checkbox"/> Motor Boating | <input type="checkbox"/> Sportsboats and RIBS |

Instructions to your Bank or Building Society to pay by Direct Debit

Please complete this form and return it to:
Royal Yachting Association, RYA House, Ensign Way, Hamble, Southampton, Hampshire SO31 4YA

<p>To the Manager: <input style="width: 100%;" type="text"/> Bank/Building Society</p> <p>Address: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;">Post Code: <input style="width: 100%;" type="text"/></p>	<p>Originators Identification Number</p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;">9</td> <td style="border: 1px solid black; width: 20px; height: 20px;">5</td> <td style="border: 1px solid black; width: 20px; height: 20px;">5</td> <td style="border: 1px solid black; width: 20px; height: 20px;">2</td> <td style="border: 1px solid black; width: 20px; height: 20px;">1</td> <td style="border: 1px solid black; width: 20px; height: 20px;">3</td> </tr> </table> <p>5. RYA Membership Number (For office use only)</p> <input style="width: 100%; height: 20px;" type="text"/>	9	5	5	2	1	3		
9	5	5	2	1	3				
<p>2. Name(s) of account holder(s)</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>6. Instruction to pay your Bank or Building Society</p> <p>Please pay Royal Yachting Association Direct Debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with the Royal Yachting Association and, if so, details will be passed electronically to my Bank/Building Society.</p>								
<p>3. Branch Sort Code</p> <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>Signature(s) _____</p> <p>Date _____</p>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<p>4. Bank or Building Society account number</p> <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> <td style="border: 1px solid black; width: 20px; height: 20px;"><input type="text"/></td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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Banks and Building Societies may not accept Direct Debit instructions from some types of account

Cash, Cheque, Postal Order enclosed £
 Made payable to the Royal Yachting Association

110	Office use only: Membership No Allocated
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Office use / Centre Stamp
Joining Pt: 008100902