



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

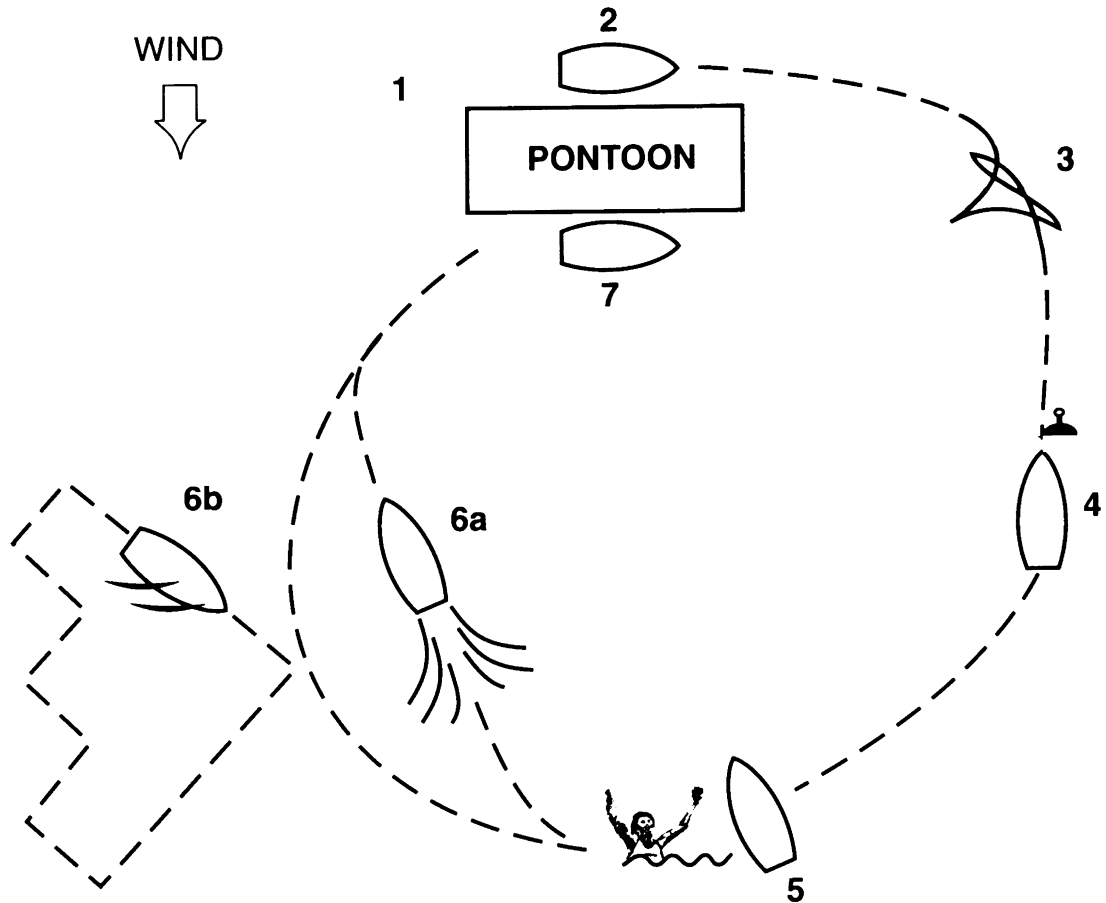
1. Can recognise, by day and night, and understand significance of buoys of the IALA system
2. Knows sources of information on: local regulations, port entry and departure signals, VTS and Port Operations Radio
3. Can plan a harbour entry/departure, taking account of possible presence of large vessels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

- | | | | |
|---|--------------------------|---|--------------------------|
| <p>1. Start</p> <ul style="list-style-type: none"> Give safety briefing including use of safety equipment Has listened to weather forecasts Pre start engine checks Start engine Check cooling Knows fuel range | <input type="checkbox"/> | <p>6a. High Speed Manoeuvres [if appropriate]</p> <ul style="list-style-type: none"> 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 | <input type="checkbox"/> |
| <p>2. Depart from Pontoon</p> <ul style="list-style-type: none"> Understands use of springs to depart from lee wall/pontoon Communicate with crew Position fenders correctly | <input type="checkbox"/> | <p>6b. Handling Under Sail [if appropriate]</p> <ul style="list-style-type: none"> 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 | <input type="checkbox"/> |
| <p>3. 360° Turn in Confined Space</p> | <input type="checkbox"/> | <p>7. Coming Alongside Windward Pontoon</p> <ul style="list-style-type: none"> 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 | <input type="checkbox"/> |
| <p>4. Securing to Buoy</p> <ul style="list-style-type: none"> Communicate effectively with crew Prepare warp Choose correct angle of approach Control speed of approach Secure boat effectively Depart from the mooring safely | <input type="checkbox"/> | | |
| <p>5. Man Overboard</p> <ul style="list-style-type: none"> Observe MOB or instruct crew to do so Demonstrate correct direction and speed of approach Make suitable contact with MOB | <input type="checkbox"/> | | |

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				
	POWER up to 10m	POWER up to 24m	SAIL up to 24m	INLAND WATERS (cevni test required)	COASTAL WATERS
National Powerboat Certificate [non tidal] Level 2 or above	✓			✓	
National Powerboat Certificate [tidal] Level 2 or above	✓			✓	✓
Helmsman's Course Completion Certificate		✓		✓	
Inland Waterways Helmsman Certificate		✓		✓	
Day Skipper Practical Course Completion Certificate [Power]		✓		✓	✓
Day Skipper Practical Course Completion Certificate [Sail]	✓		✓	✓	✓
Coastal Skipper Practical Course Completion Certificate [Power]		✓		✓	✓
Coastal Skipper Practical Course Completion Certificate [Sail]	✓		✓	✓	✓

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	PERSONAL WATERCRAFT
Coastal Skipper [or higher] RYA/MCA Certificate of Competence [Power]		✓		✓	✓	
Coastal Skipper [or higher] RYA/MCA Certificate of Competence [Sail]	✓		✓	✓	✓	
MCA Deck Officer Certificate of Competence [Any grade]		✓		✓	✓	
RN, Army or RAF Bridge Watchkeeping Certificate		✓		✓	✓	
MCA or Local Authority Boatman's Licence		✓		✓	✓	
MCA Boatmaster Certificate		✓		✓		
RYA Dinghy Instructor and National Powerboat Certificate Level 2 or higher	✓		✓	✓	✓	
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

Town County Post Code

Evening Telephone Daytime Telephone

email 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

To the Manager: Bank/Building Society

Address:

Post Code:

2. Name(s) of account holder(s)

3. Branch Sort Code

4. Bank or Building Society account number

Originators Identification Number

9	5	5	2	1	3
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5. RYA Membership Number (For office use only)

6. Instruction to pay your Bank or Building Society
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.

Signature(s) _____
Date _____

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

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Office use only: Membership No Allocated

Office use / Centre Stamp