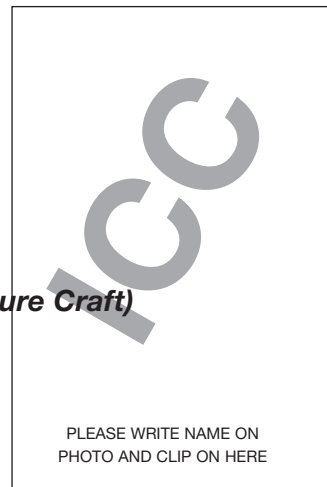




**Royal Yachting Association**  
 RYA House Ensign Way Hamble Southampton SO31 4YA  
 Tel: 023 8060 4100 Fax: 023 8060 4299 Web: www.rya.org.uk



**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:**

- |  |  |                                  |
|--|--|----------------------------------|
| <i>Type of vessel</i>  |  | <i>Waters</i>                    |
| Sail up to 24m (includes power up to 10m) <input type="checkbox"/> |  | Inland <input type="checkbox"/>  |
| Personal Watercraft <input type="checkbox"/>                       |  | Coastal <input type="checkbox"/> |
| Power up to 10m <input type="checkbox"/>                           |  |                                  |
| Power up to 24m <input type="checkbox"/>                           |  |                                  |

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 **£38** (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 \_\_\_\_\_

## 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

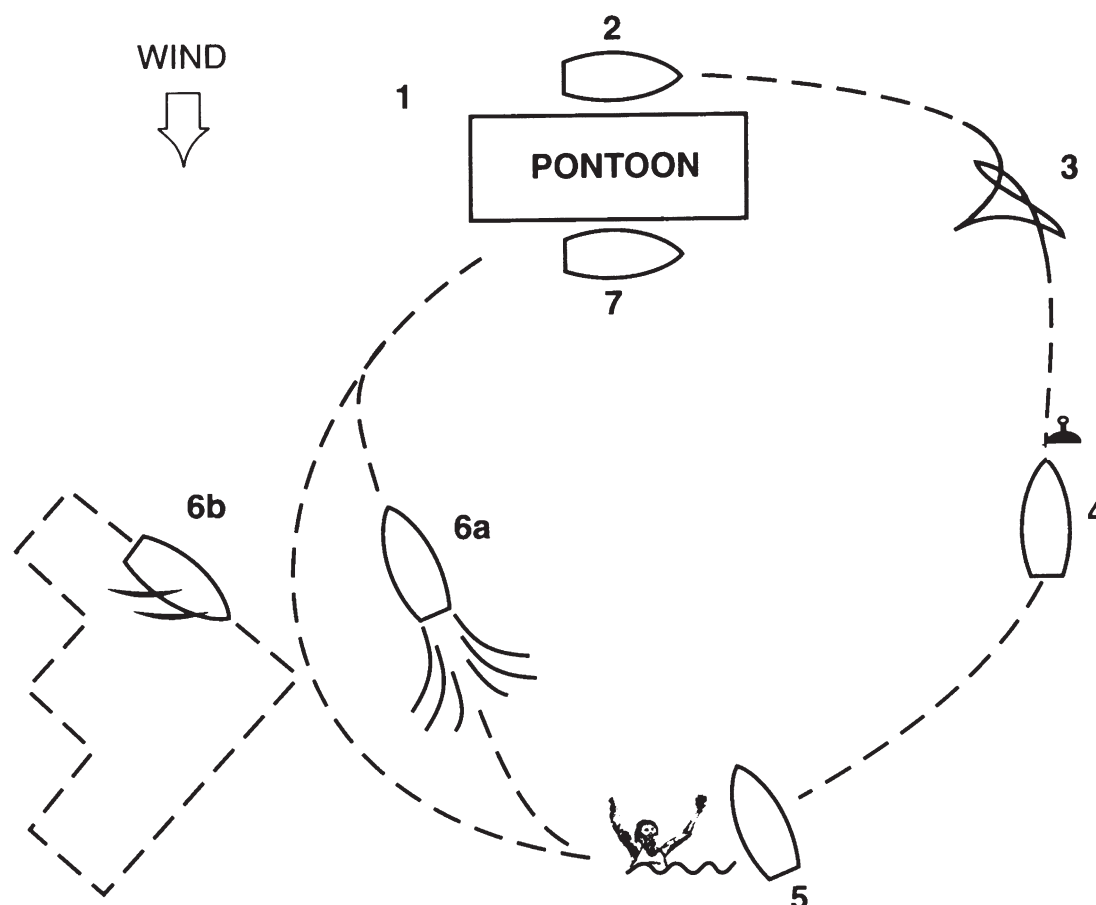
1. Can recognise, by day and night, and understand significance of buoys of the IALA system
2. Knows sources of information on: local regulations, port entry and departure signals, VTS and Port Operations Radio
3. Can plan a harbour entry/departure, taking account of possible presence of large vessels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

#### NAVIGATION

##### (Chart & Plotting Instruments required)

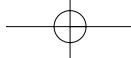
1. Can interpret a navigational chart, understand significance of charted depths and drying heights and can identify charted hazards
2. Can plot position by cross bearings and by Lat/Long
3. Can determine magnetic course to steer, making allowances for leeway and tidal stream
4. Can use a tide table 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><b>1. Start</b></p> <ul style="list-style-type: none"> <li>Give safety briefing including use of safety equipment</li> <li>Has listened to weather forecasts</li> <li>Pre start engine checks</li> <li>Start engine</li> <li>Check cooling</li> <li>Knows fuel range</li> </ul>                | <input type="checkbox"/> | <p><b>6a. High Speed Manoeuvres [if appropriate]</b></p> <ul style="list-style-type: none"> <li>Use kill-cord if appropriate</li> <li>Choose suitable area</li> <li>Show awareness of other water users</li> <li>Warn crew before each manoeuvre</li> <li>Look around before S and U turns</li> <li>Control speed on U turns</li> </ul>   | <input type="checkbox"/> |
| <p><b>2. Depart from Pontoon</b></p> <ul style="list-style-type: none"> <li>Understands use of springs to depart from lee wall/pontoon</li> <li>Communicate with crew</li> <li>Position fenders correctly</li> </ul>  | <input type="checkbox"/> | <p><b>6b. Handling Under Sail [if appropriate]</b></p> <ul style="list-style-type: none"> <li>Sail triangular course with one leg to windward</li> <li>Choose suitable area for hoisting/lowering sails</li> <li>Use sails suitable for prevailing conditions</li> <li>Show awareness of wind direction</li> <li>Trim sails correctly on each point of sailing</li> <li>Warn crew before manoeuvres</li> <li>Look round before tacking and gybing</li> <li>Control sails during tacking and gybing</li> </ul> | <input type="checkbox"/> |
| <p><b>3. 360° Turn in Confined Space</b></p>  | <input type="checkbox"/> | <p><b>7. Coming Alongside Windward Pontoon</b></p> <ul style="list-style-type: none"> <li>Communicate effectively with crew</li> <li>Show awareness of other water users</li> <li>Prepare warps/fenders</li> <li>Choose correct angle of approach</li> <li>Control speed of approach</li> <li>Stop boat in place required and secure to pontoon</li> <li>Stop engine</li> </ul>   | <input type="checkbox"/> |
| <p><b>4. Securing to Buoy</b></p> <ul style="list-style-type: none"> <li>Communicate effectively with crew</li> <li>Prepare warp</li> <li>Choose correct angle of approach</li> <li>Control speed of approach</li> <li>Secure boat effectively</li> <li>Depart from the mooring safely</li> </ul> | <input type="checkbox"/> |   |                          |
| <p><b>5. Man Overboard</b></p> <ul style="list-style-type: none"> <li>Observe MOB or instruct crew to do so</li> <li>Demonstrate correct direction and speed of approach</li> <li>Make suitable contact with MOB</li> </ul>   | <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					COURSE COMPLETION CERTIFICATE OR CERTIFICATE OF COMPETENCE HELD	ICC MAY BE ISSUED FOR					
	POWER		SAIL	INLAND WATERS (cevni test required)	COASTAL WATERS		POWER		SAIL	INLAND WATERS (cevni test required)	COASTAL WATERS	PERSONAL WATERCRAFT
	up to 10m	up to 24m	up to 24m				up to 10m	up to 24m				
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 type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address <input style="width: 100%;" type="text"/>					
Town <input style="width: 40%;" type="text"/>		County <input style="width: 20%;" type="text"/>	Post Code <input style="width: 20%;" type="text"/>		
Evening Telephone <input style="width: 20%;" type="text"/>		Daytime Telephone <input style="width: 20%;" type="text"/>			
email <input style="width: 20%;" type="text"/>		Signature: _____		Date: _____	

**Type of membership required: (Tick Box)**

**Personal** Annual rate £37 or £34 by Direct Debit

**Under 21** Annual rate £12 (no reduction for Direct Debit)

**Family\*** Annual rate £56 or £52 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

<p style="text-align: center;"><b>Instructions to your Bank or Building Society to pay by Direct Debit</b></p> <p style="text-align: center; font-size: small;">Please complete this form and return it to: Royal Yachting Association, RYA House, Ensign Way, Hamble, Southampton, Hampshire SO31 4YA</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                 To the Manager: <input style="width: 100%;" type="text"/> Bank/Building Society                  Address: <input style="width: 100%;" type="text"/>                  Post Code: <input style="width: 50%;" type="text"/> </div> <p>2. Name(s) of account holder(s) <input style="width: 100%;" type="text"/></p> <p>3. Branch Sort Code <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> — <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> — <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/></p> <p>4. Bank or Building Society account number <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/></p>	<p><b>Originators Identification Number</b></p> <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px 5px;">9</td> <td style="border: 1px solid black; padding: 2px 5px;">5</td> <td style="border: 1px solid black; padding: 2px 5px;">5</td> <td style="border: 1px solid black; padding: 2px 5px;">2</td> <td style="border: 1px solid black; padding: 2px 5px;">1</td> <td style="border: 1px solid black; padding: 2px 5px;">3</td> </tr> </table> <p>5. RYA Membership Number (For office use only) <input style="width: 100%;" type="text"/></p> <p>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.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">                 Signature(s) _____                  Date _____             </div>	9	5	5	2	1	3
9	5	5	2	1	3		

Banks and Building Societies may not accept Direct Debit instructions from some types of account

Cash, Cheque, Postal Order enclosed £ <input style="width: 50px;" type="text"/> Made payable to the Royal Yachting Association	Office use / Centre Stamp <div style="border: 1px solid black; width: 100%; height: 40px; margin-top: 5px;"></div>	<div style="border: 1px solid black; width: 50px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-weight: bold; font-size: 1.2em;">110</span> </div> <div style="border: 1px solid black; width: 100%; padding: 2px; margin-top: 5px;">                 Office use only: Membership No Allocated             </div>
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