

# Boat and Canoe Registration and Inspection Scheme



Item Code FS120627 Oct/03 Edition no 2

**0845 300 1818**

## Introduction

This is the second edition of the factsheet that provides information and support for those who have been appointed as County/Area Boat Inspectors and County/Area Boat Registrars.

This edition has been revised on the experience gained from using the previous edition. Further editions may be issued in light of experience from this edition. Publication of further editions will be notified in Talking Points and the Activities Newsletter.

The Registration and Inspection Scheme for boats and canoes has been updated significantly in order to keep up with government legislation and to increase the overall efficiency and ease of operation.

## Registration

All water borne craft owned or operated by the Scout Movement are required to be registered under this scheme. This includes the following craft and their derivatives:

1. Canoes and Kayaks
2. Dragon Boats and Bell Boats
3. All Rowing and Pulling craft
4. Sailing Dinghies and Cruisers
5. Power Boats, inboard and outboard engined and Motor Cruisers

Registration also extends to personally owned craft that are used as part of a Scouting activity.

## Arrangements for Registration:

1. Will take place in accordance with County/Area or District procedures and the scheme outline as provided in this factsheet.
2. It is for the County/Area Commissioner to ensure implementation of the scheme, in conjunction with the Assistant County/Area Commissioner (Activities) where appropriate. A register of all craft must be kept within the County/Area. All boats owned or operated by the Scout Movement must be registered annually.
3. All craft will be issued with a unique identification sticker (known as the Boat Sticker). This sticker will show the County/Area, District and Group, and the number assigned to the craft by the County Registrar.
4. The sticker will be fixed where it can be easily seen.

Guidance to those registering craft:

1. Use a permanent black marker.
2. Require the return or removal of stickers from any craft that has been sold or otherwise removed.
3. Stickers available from the Information Centre ST120154.

## Inspection Scheme

All craft owned or operated by the Scout Movement, whether at Group, District or County/Area level, are required to be inspected at least every three years, by an appointed, independent County/Area Boat Inspector.

Inspection also extends to personally owned craft that are used as part of a Scouting activity.

In the intervening years, a self-assessment of the craft should be carried out in accordance with the testing information at the back of this factsheet. This should be duly recorded and reported to the County/Area Boat Registrar. This will include all necessary and associated equipment.

The fact that an examination has taken place, does not absolve the person in charge of an activity using water borne craft, from ensuring that the craft and equipment are in good condition and suitable to be used in the area of activity concerned, on each occasion of use.

The Inspector will, where necessary, limit the number of persons to be carried and indicate the area of operation, according to The Scout Association Classification of Waters. Craft registered must not be used beyond the limits set by the Boat Inspector.

### **Boat Safety Certificates**

Any craft with a safety certificate, from a recognised issuing authority, deemed to be to the **same level or greater** than The Scout Inspection Scheme are exempt from being inspected on production of a copy of that report or annual update. Where this exemption is valid, craft must still be registered with the County/Area Boat Registrar.

### **Qualifications of a Boat Inspector**

Different Inspectors can be appointed for the various types of craft depending on their skills and experience. All Inspectors must be able to demonstrate detailed knowledge of the boats they are expected to inspect, and must inspect within these limits. Inspectors should ideally have at least three years experience in the boat concerned.

### **The Role of the County/Area Boat Inspector**

The role of the independent County/Area Boat Inspector is to inspect the boats and canoes in the County/Area at least every three years in

order to ensure that the vessel is in a condition suitable for the activity that it is intended for. Although the maximum period of time between inspections is three years, flexibility over this period should be encouraged and Inspectors should be prepared to authorise the use of the craft for a lesser period until the next inspection. Self-assessments should be carried out in the intervening years.

Depending on local circumstances, they may be the only Boat Inspector in the County/Area or you may be working as part of a team of Inspectors possibly working under the direction of the County/Area Water Activity Adviser or County/Area Water Activity Committee.

When conducting an inspection, Inspectors must take into consideration the locality and usage of the craft. Patently a dinghy being used to transfer crew from the shore to a vessel moored some distance off, needs to be looked at in a different light from that used in a shallow creek or river where it never ventures more than forty or fifty metres from dry land.

A constructive dialogue between the independent Inspector and the owner/operator of a craft is essential if safety issues and the desire to provide activities to young people are not to come into conflict.

### **So what is an Inspector looking for?**

Basically, the overall soundness of the hull, condition of associated equipment and correct fitments, to ensure that a person would not be placed in any danger when using them. A small hole or split, taped over may solve an immediate problem during camp, but would not be acceptable as part of an inspection and may be removed in order to complete an examination.

Rough edges or damaged wood creating splinters, frayed ropes, delamination of ply, sharp glass fibres or gel coat blips, rusted fittings, insecure fixings and illegal foot rests are not acceptable.

## Examinations

The following methods of testing will help you to complete your own examination. There are two examination criteria for the different type of craft used; boats and canoes.

### Examination of Boats

- (a) Water Leak Test – This is to establish whether the boat lets water in and can be simply done, by pouring at least four litres of water into the boat, laying it on each side and on each end, to see if any comes out.

Test (b) is essential where Poured Expanded Polystyrene has been used for buoyancy, as opposed to Polyethylene that is part of the structure.

- (b) Absorption Test – This would normally only apply to boats with buoyancy at each end and formed from Poured Expanded Polystyrene, and is to establish whether the material has deteriorated and absorbs water. Its can simply be done by pouring at least four litres of water, into the boat and observing the area the water takes up on the bottom, and marking it, if necessary. By standing the boat on each end for ten minutes, and then returning it to its normal resting position, the area the water takes up on the bottom of the boat will indicate if any has been absorbed by the Polystyrene. Allowance must be made, of course, for any that has leaked out, which could be saved and put back to produce a more accurate measurement.

Test (c) is **not** required where it would be inappropriate (e.g. craft with engines, electrical fittings, etc.) to invert the craft.

- (c) Swamp Test – This requires the whole Boat to be put in the water and completely filled, i.e. “sunk” for at least ten minutes. This is to establish that the buoyancy of the craft is sufficient to keep it afloat (and support people where appropriate) when waterlogged. If test (b) has proved that the buoyancy has deteriorated, then boat will most likely fail this test.

Any craft using Air Bags, will need these to be inflated at least half an hour before this test is taken. Craft moulded in one piece, or sealed so as to prevent access will need to be subjected to test (d).

- (d) Air Leak Test – This test applies particularly to any craft that is moulded in one piece, or sealed so as to prevent access to the buoyancy. The Boat should be weighted down under water for at least half an hour to prove any air leaks. If there is sufficient solid buoyancy contained within the structure, minor air leaks may not cause it to fail test (c).

Particular attention should be given to dinghies with sealed hollow buoyancy tanks, where one only may take in water, as this could create a problem with righting after a capsize situation.

If it is not possible to inspect boats under these conditions on the day of the inspection, then confirmation that these tests have been satisfactorily carried out at a another time must be provided.

### Examination of Canoes

All tests (a to c) should be completed at the discretion of the Boat Inspector.

#### K – Applies to Kayaks Only

#### OC – Applies to Open Canoes Only

- (a) Saturation Test – Boat to be completely swamped to ensure buoyancy is sufficient to keep it floating at the surface. Buoyancy must remain in place throughout with only minimal movement.
- (b) Internal Inspection – Buoyancy must be secure and not hinder exit from the craft. Foam buoyancy must be inspected for signs of deterioration. Where buoyancy bags are fitted these must be inflated a minimum of thirty minutes to test their integrity. All internal surfaces must be free from sharp edges and splinters.

**K:** There must be nothing within the cockpit area which prevents an easy exit from the craft in the event of a capsize. Seats (where

present) must be secure and free from cracks and splinters. Footrests (where present) must not be able to entrapped a foot. Where a foot can pass beyond a footrest, a “fail safe” release system should be in place.

**OC:** Seats and thwarts must be secure and free from cracks and splinters, and must be at a height which will allow a kneeling paddler to remove their feet without hindrance.

Any internal fittings not mentioned above must be in good condition and must not hinder a capsized paddler exiting their upturned craft.

- (c) External Inspection – Hull to be inspected to ensure there are no cracks and splinters. Where doubts as to the integrity of the hull exist, the craft should be subjected to a Water Leak Test to ensure that no holes are present. This involves pouring a minimum of four litres of water into the boat, and then tilting the craft on its sides and ends to see if any water escapes. Any repairs which have been made to the craft should not adversely affect its structural integrity. End loops or grabs must be fitted at both the bow and the stern of the craft. It is recommended that they are not big enough for a paddler to get their entire hand through which could potentially cause entrapment.

**K:** The cockpit rim must be free from any splinters and sharp edges which could cause damage to spraydecks, buoyancy aids and clothing. Decklines are only recommended where boats are being used on the sea or open water or for the purpose of touring. Where these are fitted they must be secure and tight to the main deck so as to cause minimal risk of entanglement to a paddler who has exited their capsized craft.

**OC:** At least one painter should be fitted which will ideally consist of a minimum of 3 metres of 10mm diameter floating rope and should adhere to a “clean line” principle i.e. no knots along its length.

## Associated Equipment

Associated equipment would include paddles, spray decks, buoyancy aids, Life jackets, hard hats, oars, anchors, engines, air horns, repair kit, fire extinguishers, etc., and should be made available for inspection. They should be in date where appropriate and inspected in accordance with manufacturers recommendations or as per Scout Association factsheets where applicable. Life jackets and buoyancy air bags will need to be inflated at least half an hour before examination.

## Buoyancy Aids and Life Jackets

Please refer to factsheet FS120603 Water Safety (Incorporating lifejackets and buoyancy aids).

## Boat Sticker

The Boat Sticker should be displayed so that it can be easily seen and as an extra security, the number repeated with a waterproof pen in a less conspicuous place. These are available to purchase from the Scout Information Centre, product code ST120154.

The following guidance will help when completing each of the fields on the sticker.

**County/Area** – The full name of the Scout County/Area in which the craft is registered.

**District** – The full name of the Scout District (if applicable).

**Group** – The full name of the Scout Group (if applicable).

**Craft Type** – The type of craft.

**Number** – The number assigned to the craft provided by the County Boat Registrar.

**Expiry Date** – The date on which the inspection of the craft expires.

## Access to Licensed Waterways

Displaying a valid (i.e. in date) Scout registered Boat Sticker, allows free navigation on certain named British Waterways/Environment Agency Rivers. The full extent of the free navigation agreement is available in factsheet FS120617

which is available from the Scout Information Centre or ScoutBase UK.

### **Boat Certificate**

Boats should be listed on the appropriate Certificate with all relevant information, whether they are to be examined or not. You may find it useful to keep these listed on a “master” Certificate, and then photocopy two copies, which can be used by the Examiner on each occasion. Certificates are available from Boat Examiners and County/Area Adviser for Water Activities. Example copies are located at the back of this factsheet. Two copies of these should be sent to the County/Area Boat Registrar for recording when one copy signed by the Registrar will be returned to the boat owners.

Suitable electronic database systems that have the same functionality as the paper based system may be used to support the scheme.

### **A Guide To The Boat Certificate (for craft other than canoes)**

These guidance notes provide additional information for the correct completion of a Boat Certificate.

It is advised that supplementary notes are provided on a separate sheet where appropriate (e.g. if craft fails an inspection).

#### **Area/County Boat Number:**

Issued by the Area/County Boat Registrar. It would be good practice to allocate personally owned craft a prefix (e.g. P) to the Area/County boat number.

#### **Name/Serial/Sail No.:**

Name of boat if applicable, or Group number if more than one boat of the same type, and registered Sail number of Dinghy, etc.

#### **Length:**

Overall length measured on dry land or overall length below water line (LOA).

#### **Beam:**

Overall width.

#### **Draft (Others):**

Depth below water line. Not applicable for small craft.

#### **Boat Type:**

Sailing Dinghy/Cruiser (S)  
Rowing/Pulling Boat (R)  
Power Boat (P)  
Narrow Boat (N)  
Dragon Boat (D)  
Bell Boat (B)

#### **Colour Deck/Hull:**

Top colour and base of hull.

#### **Construction:**

Wood/Steel//Aluminium/GRP/Plastic/Rubber etc. or combination.

#### **Buoyancy Type:**

Solid/Tanks/Air Bags/other.

#### **Max Grade Water:**

Based on the present system of classification of waters; “C”, “B1”, “B2”, “B3”, “A”.

#### **Max Persons:**

Maximum number of persons to be carried at any time related to the grade of water.

#### **Swamp Tested:**

To prove buoyancy. See also “Examination of Boats (c)”.

#### **Not Examined:**

Boats listed irrespective of examination or use.

#### **Failed Test:**

To record information for future examination.

#### **Associated Equipment:**

As applicable for the type of boat in a particular class or condition of water. See “Associated Equipment”.

## **A Guide To The Boat Certificate (for canoes)**

These guidance notes provide additional information for the correct completion of a Boat Certificate.

It is advised that supplementary notes are provided on a separate sheet where appropriate (e.g. if craft fails an inspection).

### **Area/County Boat Number:**

Issued by the Area/County Boat Registrar. It would be good practice to allocate personally owned craft a prefix (e.g. P) to the Area/County boat number.

### **Name/Make:**

i.e. Perception Dancer .

### **Length:**

Overall length measured on dry land or overall length below water line (LOA).

### **Boat Type:**

Open Canoe (OC), Closed Cockpit Kayak (CCK), Open Cockpit Kayak (OCK), Closed Cockpit Canoe (CCC).

### **Colour:**

Top colour/ Bottom colour.

### **Construction:**

Plastic, Fibreglass, Wood, etc.

### **Buoyancy Type:**

Closed Cell Foam, Buoyancy Bags, etc.

### **Footrest Type (if present):**

Full sticker, ladder, peg.

### **Lines/Toggles:**

Are these present?

### **Max Grade Water:**

Based on the present system of classification of waters; "C", "B1", "B2", "B3", "A".

### **No Persons:**

The maximum number of people that the craft is permitted to carry.

### **Swamp Test:**

Pass or Fail.

### **Not Examined:**

Boats listed irrespective of examination or use.

### **Failed Test:**

To record information for future examination.

# Job Description for a County/Area Boat Inspector



**0845 300 1818**

<b>Job Title:</b>	<ul style="list-style-type: none"> <li>• County/Area Boat Inspector</li> </ul>
<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• County/Area Commissioner</li> <li>• Assistant County/Area Commissioner (Activities) <i>or</i></li> <li>• Assistant County/Area Commissioner (Water Activities) <i>or</i></li> <li>• County/Area Water Activities Adviser</li> </ul> <p><i>As agreed locally</i></p>
<b>Main Contacts (Internal):</b>	<ul style="list-style-type: none"> <li>• County/Area Boat Registrar</li> <li>• Other County/Area Boat Inspectors</li> <li>• Assistant County/Area Commissioner (Activities)</li> <li>• Assistant County/Area Commissioner (Water Activities)</li> <li>• County/Area Water Activities Adviser</li> <li>• All owners/operators of Scout craft</li> </ul>
<b>Job summary:</b>	<ul style="list-style-type: none"> <li>• To inspect all Scout owned craft in the County/Area at least once every three years (possibly as part of a team)</li> <li>• To offer support to owners and operators of craft in performing self assessments</li> </ul>
<b>Support Material:</b>	<ul style="list-style-type: none"> <li>• BR120151 National Directory of Waters</li> <li>• ST120154 Registered Craft Stickers</li> <li>• Relevant Water Factsheets</li> </ul>
<b>Key Knowledge:</b>	<ul style="list-style-type: none"> <li>• A sound understanding of the craft type to be inspected</li> </ul>

# Job Description for a County/Area Boat Registrar



**0845 300 1818**

<b>Job Title:</b>	<ul style="list-style-type: none"> <li>• County/Area Boat Registrar</li> </ul>
<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• County/Area Commissioner</li> <li>• Assistant County/Area Commissioner (Activities) <i>or</i></li> <li>• Assistant County/Area Commissioner (Water Activities) <i>or</i></li> <li>• County/Area Water Activities Adviser</li> </ul> <p><i>As agreed locally</i></p>
<b>Main Contacts (Internal):</b>	<ul style="list-style-type: none"> <li>• County/Area Boat Inspector</li> <li>• Assistant County/Area Commissioner (Activities)</li> <li>• Assistant County/Area Commissioner (Water Activities)</li> <li>• County/Area Water Activities Adviser</li> <li>• All owners/operators of Scout craft</li> </ul>
<b>Job summary:</b>	<ul style="list-style-type: none"> <li>• To maintain an accurate and up to date register of Boat Inspectors</li> <li>• To manage and record the inspection of Scout craft</li> <li>• To maintain an accurate and up to date registrar of Scout craft registered in the County/Area</li> <li>• To ensure that registrations are kept up to date and reminders are made where appropriate</li> <li>• To offer practical support to owners and operators in relation to the registration process</li> </ul>
<b>Support Material:</b>	<ul style="list-style-type: none"> <li>• BR120151 National Directory of Waters</li> <li>• ST120154 Registered Craft Stickers</li> <li>• Relevant Water Factsheets</li> </ul>