



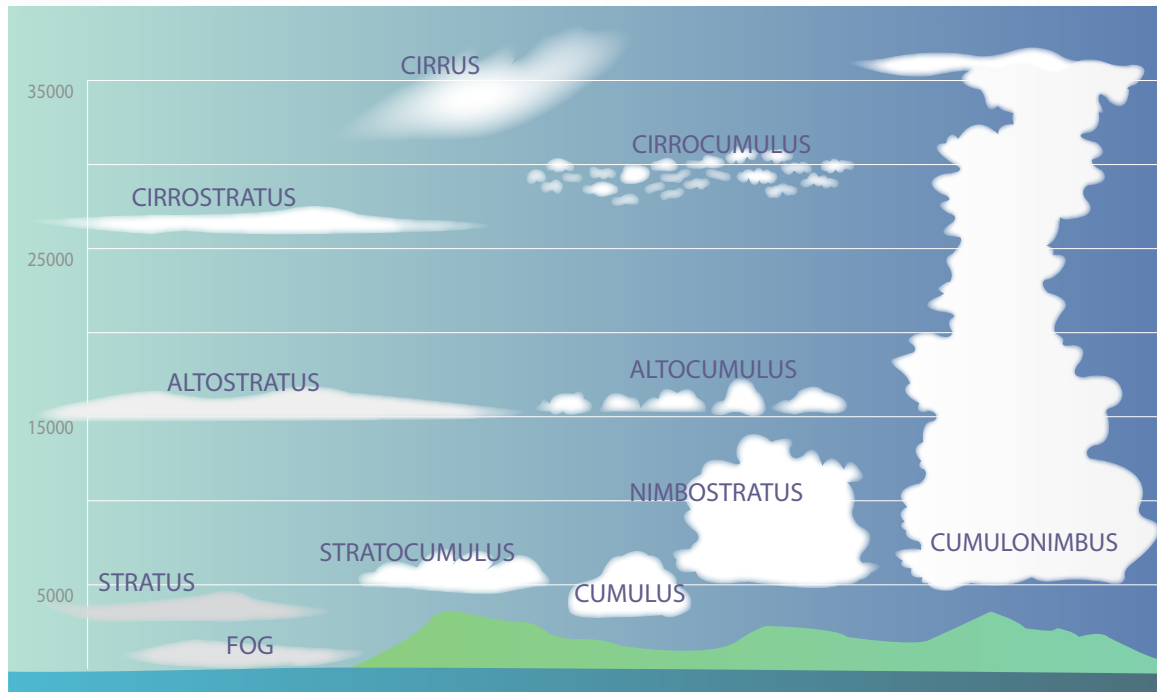
National
Defence

Défense
nationale

Canada

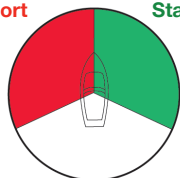


SCOP Reference Cards



Rules of the Road

Port **Starboard**



Stern

Port

If a power-driven vessel approaches within this sector, maintain your course and speed with caution.

Starboard

If any vessel approaches within this sector, keep out of its way. (Note: This rule may not always apply if one or both vessels are sail boats.)

Stern

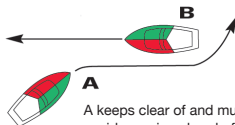
If any vessel approaches this sector, maintain your course and speed with caution.



A blows one blast and alters course to starboard.
B blows one blast and alters course to starboard.

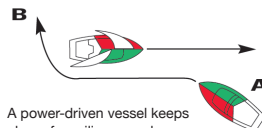
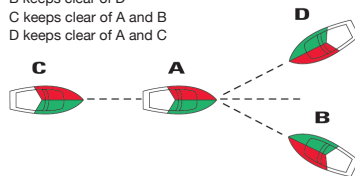


Any vessel overtaking another must keep clear.



A keeps clear of and must avoid crossing ahead of B.

A keeps clear of B
B keeps clear of D
C keeps clear of A and B
D keeps clear of A and C



A power-driven vessel keeps clear of a sailing vessel.

TC-1003039



www.boatingsafety.gc.ca

TP 14352
(01/2009)

Canada

Lateral Buoys

Bifurcation (red and green bands)

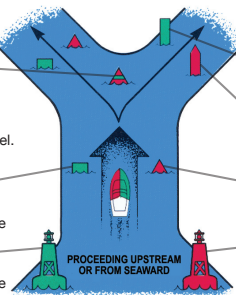
You may pass this buoy on either side when moving upstream.
The colour of the top band shows which is the main or preferred channel.
For example: keep this buoy on your starboard (right) side.

Port (green can)

Keep this buoy on your port (left) side when going upstream.

Port (green pillar)

Keep this buoy on your port (left) side when going upstream.



Port (green spar)

Keep this buoy on your port (left) side when going upstream.

Starboard (red spar)

Keep this buoy on your starboard (right) side when going upstream.

Starboard (red conical)

Keep this buoy on your starboard (right) side when going upstream.

Starboard (red pillar)

Keep this buoy on your starboard (right) side when going upstream.

Standard Daybeacons

Port Hand

When going upstream, keep a port hand daybeacon on your port (left) side.



Junction (Preferred channel to right)

This daybeacon marks a point where the channel divides and may be passed on either side. If you want to take the channel to your right, keep this daybeacon on your port (left) side.



Junction (Preferred channel to left)

This daybeacon marks a point where the channel divides and may be passed on either side. If you want to take the channel to your left, keep this daybeacon on your starboard (right) side.



Starboard Hand

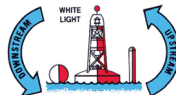
When going upstream, keep a starboard hand daybeacon on your starboard (right) side.



Lateral Buoys and Standard Daybeacons

Fairway

This buoy marks safe water at landfalls, channel entrances or channel centres. While it may be passed on either side, it should be kept to the port (left) side when going in either direction.



Isolated Danger

This buoy marks an isolated danger, such as a small shoal or a wreck, that has navigable water all around it. Consult the chart to learn the size, depth, etc. of the danger.



TC-1003040



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TP 14541
(01/2009)

Canada

Cardinal Buoys

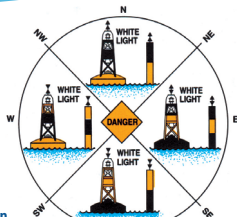
Topmarks



Flash Groups



TC-1003041



Description

- Yellow and black
- White lights – flash characters indicated below (if equipped)
- The points of the 2 topmark cones tell you where to find safe water
- Topmark cones show where the black bands are placed on the buoy
- Letterhead – no numbers
- White retroreflective material

North



TC-1003041

East



TC-1003041

South



TC-1003041

West



TC-1003041

Special Buoys

Description

- Shapes have no special meaning
- May be lettered – no numbers
- Cautionary, scientific and anchorage buoys may display a yellow "X" topmark

Cautionary



A cautionary buoy marks dangers such as firing ranges, underwater pipelines, race courses, seaplane bases and areas where no through channel exists.

Information



An information buoy displays information such as locality, marina, campsite, etc. inside the orange square.

Keep out



A keep out buoy marks areas your vessel may not enter.

Scientific (ODAS)



An ocean data acquisition system buoy collects weather and other scientific data.

- Yellow lights – flash characters (if equipped)
- Retroreflective material of the same colour as required markings; white buoys will display yellow material

Anchorage



An anchorage buoy marks the outer limits of designated anchorage areas. Consult the chart for water depth.

Hazard



A hazard buoy marks random hazards such as shoals and rocks. Information is illustrated inside the orange diamond.

Diving



A diving buoy marks an area where scuba or other such diving activity is in progress. It is not normally charted.

Mooring



A mooring buoy is used for mooring or securing vessels. Be aware that when you see one, a vessel may be secured to it.

Control



Obey the speed limits, wash restrictions, etc. illustrated inside the orange circle.

Swimming



A swimming buoy marks the outer limits of swimming areas. It may not be charted.

Pre-Departure Checklist

Be Prepared for the Unexpected – Check This List Before Every Trip

- ☐ **Lifejackets – Wear Them!**
 - Carry a Canadian-approved lifejacket for everyone on board.
 - Make sure they are in good condition (check the zippers, buckles, fabric, seams, etc.).
 - Check that they are properly sized to fit each person on board.
- ☐ **Operator Competency – Are You Ready to Head Out on the Water?**
 - Take a boating safety course.
 - Keep your Pleasure Craft Operator Card or other proof of competency on board.
- ☐ **Weather – Check and Monitor the Marine Weather Forecast**
- ☐ **Sail Plan – File Your Plan Before Heading Out**
 - Tell a person you trust where you are going and when you will be back.
- ☐ **Safety Equipment – Required by Law and Essential for Safety**
 - Make sure all equipment is on board, in good working order and easy to reach.
 - Carry a first aid kit, basic tools and spare parts.
- ☐ **Charts, Compass and Local Hazards – Know Where You Are at All Times**
 - Make sure you are aware of all local hazards, water levels and tides.
- ☐ **Fuel – Check Your Tank and Remember: 1/3 to go, 1/3 to return, 1/3 reserve**
- ☐ **Boat Condition – Should Your Boat Leave the Dock?**
 - Check the hull for cracks or other damage.
 - Check the electrical, fuel, propulsion and cooling systems.
 - Make sure the throttle and steering work well.
 - Check the oil.
 - Check all hoses and lines for leaks or cracks and replace if necessary.
 - Make sure all clamps and belts are secure and in good shape.
 - Inspect, clean and replace spark plugs if necessary.
 - Check and change oil and water filters if needed.
 - Check the battery's charge.
 - Make sure the drainage plug is in place.
 - Carry spare plugs for all through hull fittings.
 - Make sure the load on your boat (gear and occupants) is well distributed.
 - Run the blowers for four minutes before starting the engine(s) – check for airflow.
- ☐ **Safety Briefing – You Are Legally Responsible for Your Guests**
 - Show everyone where the safety equipment is located and how to use it.
 - Make sure the communication equipment works and everyone can use it.

TC-1003043



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Canada



FUELING CHECKLIST

Item	Completed
Lines Secure	
Engines Shut Off	
Personnel Ashore	
Extinguish Open Flame	
No Smoking	
Power Off	
Close All Hatches/Windows/Port Holes	
Remove Portable Tanks	
Ground Nozzle to Fill Pipe	
Know Fuel Tank Capacity	
Wipe Up Spillage	
Run Engine Compartment Blower (if fitted)	
Check for Vapours Before Start-up	



OUTBOARD ENGINE START/STOP PROCEDURES

Starting

- Secure engine kill switch lanyard to coxswain.
- Ensure control lever is in neutral.
- Adjust throttle to start position.
- Prime fuel bulb.
- Pull start cord until engine starts.
- Allow engine to warm up.

Stopping

Normal Shutdown

- Allow engine to run at idle speed for one minute.
- Push stop button until engine

stops.

Emergency Shutdown

- Pull the kill switch lanyard that is secured to coxswain.



CRASH BOX CONTENTS CHECKLIST TRANSPORT CANADA VS. CCO

	Safe Boating Guide (TC)	Water Safety Orders (CCO)
Personal Lifesaving Appliance	• One lifejacket or PFD for each person on board • One buoyant heaving line at least 15m (49'3") long • One re-boarding device freeboard of the vessel is greater than 0.5m	• One Department of Transportation (DOT)/Canadian Coast Guard approved PFD or Lifejacket shall be worn at all times • One buoyant heaving line of not less than 15m in length • A re-boarding device if the freeboard of the vessel is greater than 0.5m
Vessel Safety Eqpt	• One manual propelling device • One anchor and at least 15m (49'3") of cable, rope or chain in any combination • One bailer or manual bilge pump	• One manual propelling device (i.e: paddle or oar) or an anchor with not less than 15m of cable, rope, or chain in any combination • One bailer or one manual water pump fitted sufficient hose to enable a person to pump water from the bilge of the vessel over the side of the vessel.



CRASH BOX CONTENTS CHECKLIST TRANSPORT CANADA VS. CCO (CONT)

	Safe Boating Guide (TC)	Water Safety Orders (CCO)
Visual Signals	• If a boat is equipped with a motor: • One watertight flashlight OR • Three flares of Type A, B, or C	• A watertight flashlight or 3 Canadian approved flares of Type A, B, or C (these orders that the watertight flashlight be the option of choice for vessels of this size)
Navigation Equipment	• One sound signalling device or appliance • Navigation lights (where required) • One radar reflector (where required)	• A sound signaling device or a sound signaling appliance • Navigation lights that meet the applicable standards set out in the Collision Regulation if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility
Fire Fighting Equipment	• One 5BC fire extinguisher if equipped with an inboard engine, a fixed fuel tank of any size or a fuel burning cooking, heating or refrigerating appliance	• One Class 5BC fire extinguisher, if the pleasure craft is equipped with an inboard engine, a fixed fuel tank of any size, or a fuel burning cooking, heating or refrigerating appliance



TROUBLESHOOTING SUGGESTIONS - MAINTENANCE

Start motor does not turn over	Engine will not start or stops	Motor vibrates excessively or makes little headway
• Control lever not in neutral position	• Kill switch not properly engaged or wrong switch	• Propeller blades bent, broken or missing
• Loose battery wires	• Out of fuel	• Propeller fouled and/or restricted
• Blown fuse	• Fuel line disconnected or kinked	• Carburetor mixture adjustment not set correctly
• Battery not turned on	• Fuel system contaminated with water	• Steering friction screw loose
	• Engine flooded • Spark plug carbonated/wet • Fuel pump filter obstructed	• Boat not inflated properly



BOAT EQUIPMENT CHECKLIST

Date		Boat	
Item	Boat Out	Boat In	Remarks
Engine checks complete			
Battery/electrical			
Auto bilge pump			
Coolant			
Lube oil			
Navigation lights			
Fuel state			
Paddles/oars/sweeps			
Flashlight			
Flares (if required)			
Fire extinguisher(s)			
Boat hooks			
VHF Radio			



INTERNATIONAL SYMBOLS - LETTERS

A		B		C		D		E		F	
G		H		I		J		K		L	
M		N		O		P		Q		R	
S		T		U		V		W		X	
Y		Z		1		2		3		4	
5		6		7		8		9		0	



INTERNATIONAL SYMBOLS - PENNANTS (CONT)

1		2		3		4		5	
6		7		8		9		0	

INTERNATIONAL SYMBOLS - OTHER

1 ^{er}		2 ^{eme}		3 ^{eme}		Réponse					
Distress				Diver Flag				Danger			



MAN OVERBOARD PROCEDURES

Initiate MOB

- Raise the alarm and appoint one crewmember to keep sight of the MOB
- Throw a buoyant object to assist the MOB and to mark the location.
- If other vessels are in close proximity, make them aware of the MOB so they
- Call for assistance after you lose contact with MOB for more than 60 seconds. Note the time when MOB entered the water and mark the location

Communicate

- Maintain effective crew/victim communications.

Approach

- Turn the motorboat towards the same side that the person falls over from so that the engines do not swing into MOB. For example, if the MOB goes over on the port side, turn motorboat to port.
- Get the vessel downwind of MOB for the approach.
- For effective helm control, the bow of the vessel must be headed into the wind. This allows your vessel to drift away from the victim in the water during recovery instead of drifting over top of them.
- Approach to leeward of MOB using the throttle to hold the rescue boat position.



MAN OVERBOARD PROCEDURES (CONT)

Recovery

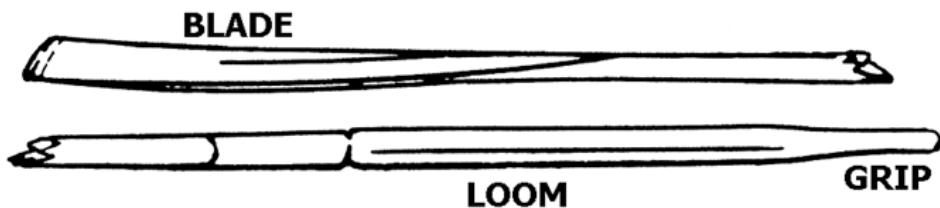
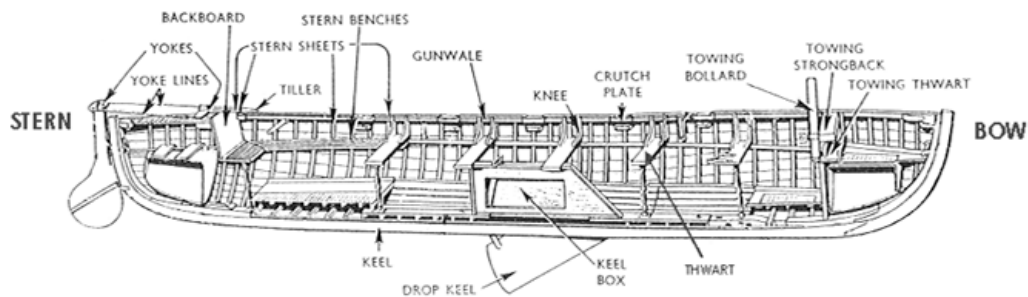
- MOB is recovered on windward side of vessel.
- Use an assist when making contact with the MOB.
- When the crew makes contact with the MOB they yell, “made” or words to that effect to inform the operator of contact.
- Recover the MOB with care using an appropriate removal.

Follow Up

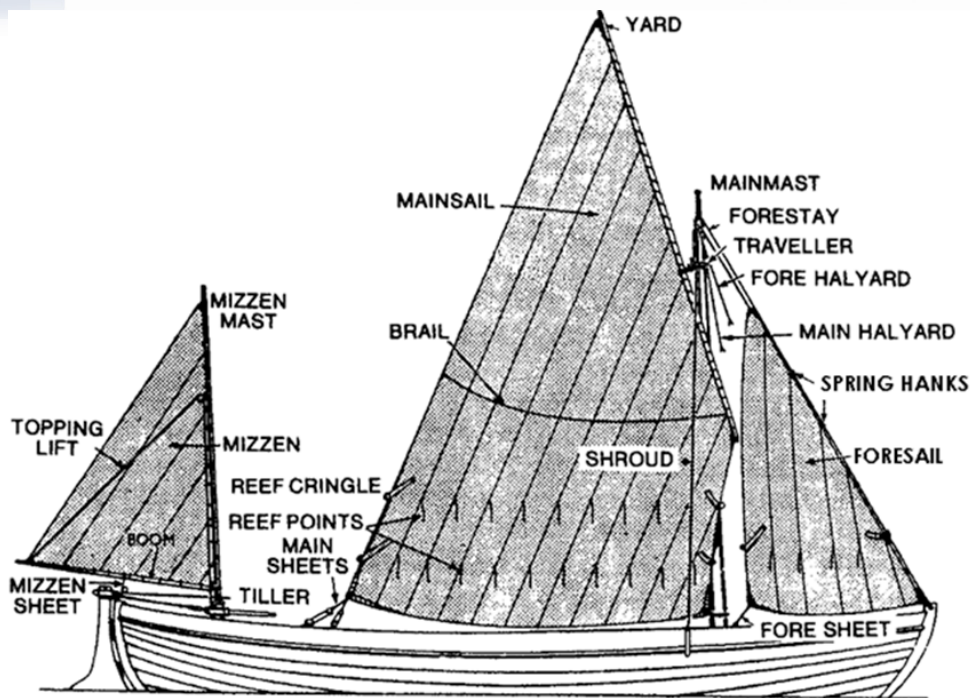
- Initiate appropriate first aid.



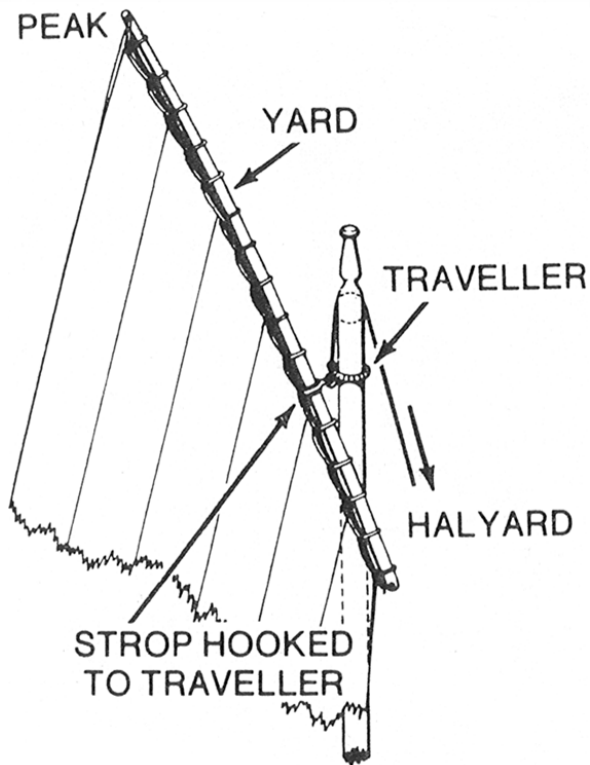
PARTS OF A WHALER



PARTS OF A WHALER (CONT)

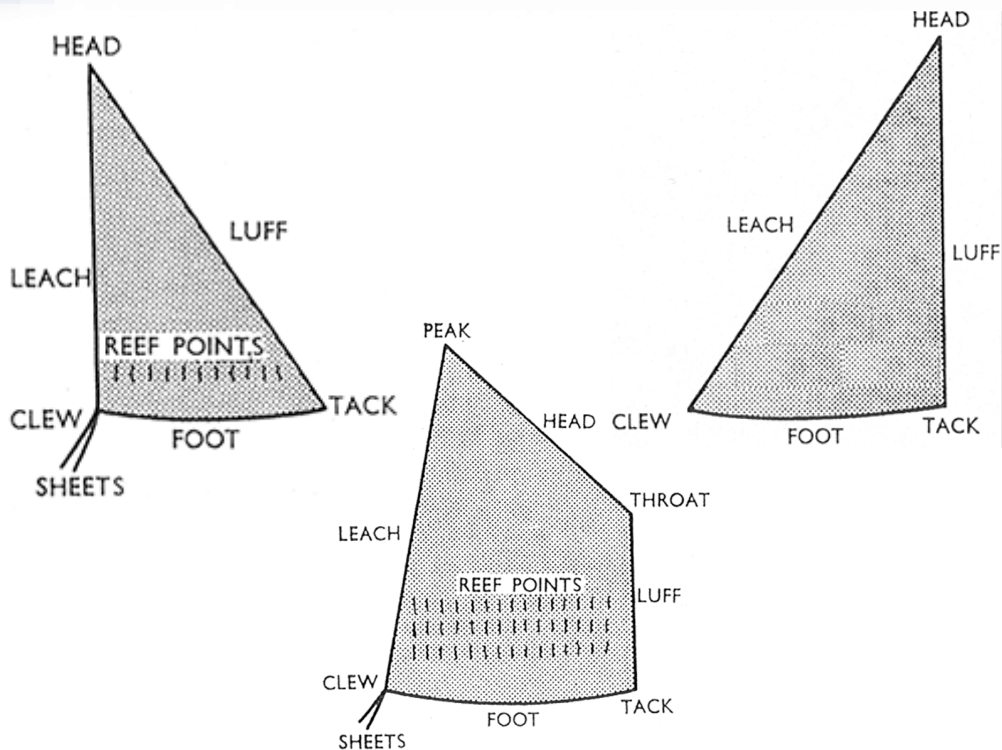


PARTS OF A WHALER (CONT)





WHALER SAIL PARTS





PULLING ORDERS FOR WHALERS

Man the boat – The bowman and stroke use their boat hooks to hold the whaler alongside while standing, respectively, in the bow and stern sheets, and the remainder sit on their appointed thwarts.

Shove off - Order to shove the boat off with looms of oars from the ships' side, landing place, or from the bottom if grounded.

Ship your oars - The crew slide their oars out to rowing distance and keep the oars parallel to the water and feathered (feathering means turning the blade of the oar from the vertical to the horizontal).

Stand by - The crew leans ahead keeping arms straight and oars just out of the water ready to pull.

Give way together - Order to start pulling and is obeyed by the whole crew.

Stroke - The whole crew give one stroke together.

Easy all - The crew pull less vigorously to reduce the speed of the boat.

Eyes in the boat - To keep the eyes of the crew from wandering and pay attention to their duties.



PULLING ORDERS FOR WHALERS (CONT)

Oars - Order to stop pulling crew then sits upright on thwarts with blades of oars feathered.

Hold Water - Crew dips the blade of their oars in the water at a perpendicular angle and holds the oars in place.

Back together - The whole crew back water by pushing on the looms of the oars instead of pulling.

Lay on oars - Allows crew to rest on oars, after resting the order "Oars" will again be given.

Bow - Order to bowman of the boat, to boat their oar prior to coming alongside a ship or jetty. Bowman completes one stroke and then boats the oar.

Mind your oars - A warning to the crew to keep blades of oars clear of obstruction.

Way enough - The crew pull one complete stroke and then boat the oars.

Boat Your Oars - The crew unship the oars from the crutches and lay them fore and aft in the boat on their respective sides.



WHALER SAILING ORDERS

Back the Foresail - Push the clew of the foresail out over the windward side to help the whaler turn.

Heave to Stop - The whaler by backing the foresail, hauling the main sheets taut, and pushing the tiller to the leeward side and lashing it in position.

Ready About - Prepare the whaler to tack / come about (the bow passes through the wind).

Helm's a Lee / Coming About - The whaler is tacking / coming about (the coxswain pushes the tiller towards the sails).

Standby to Gybe - Prepare to gybe (the stern passes through the wind).

Gybe Ho - The whaler is g pulls ybing (the coxswain the tiller away from the sails).

Let The sheets Fly - All sheets for the Foresail and Mainsail will be let loose and allowed to **Fly** so that wind is no longer pushing or held in the sails



WHALER SAILING ORDERS (CONT)

Brail Up - Haul in the brails to pull the leech of the mainsail in towards the main-mast.

Dip the Lug - Move the yard (lug) to the opposite side of the mast using the line that is attached to the bottom of the yard (lug).

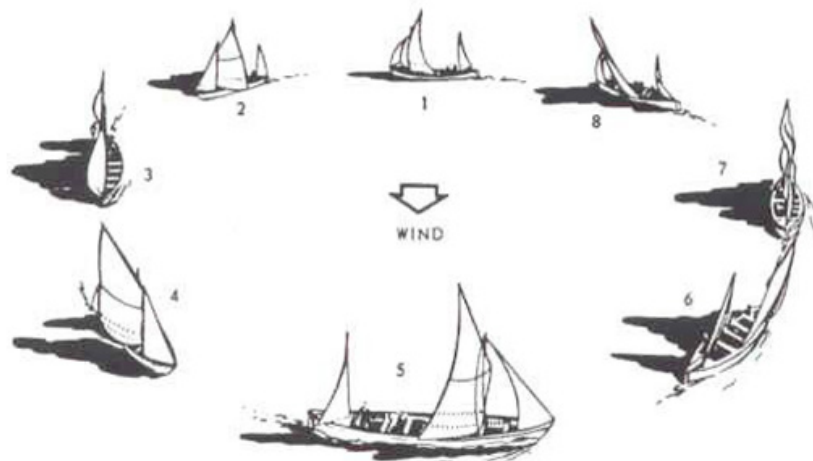
Let Fly The Brail - The brail line is let loose and no longer held.

Reset the Main / Foresail - The crew must reset the sheets for the main / foresail.

Top Up - Lift up the boom on the mizzen sail by hauling in the topping lift.



SAILING TERMS (SAILING CIRCLE)



- | | |
|--|---|
| 1. Reaching on the starboard tack | 5. Reaching on the port tack |
| 2. Broad reach on the starboard tack | 6. Sailing close hauled on the port tack |
| 3. Running (and gybing from the starboard tack to the port tack) | 7. Going about from the port tack to the starboard tack |
| 4. Broad reach on the port tack | 8. Sailing close hauled on the starboard tack |



VHF MARINE RADIO - COMMON PHRASES

WORD	PHRASE MEANING
Acknowledge	Let me know that you have received and understood this message.
Affirmative	Yes, or permission granted.
Break	To indicate the separation between portions of the message. (To be used where there is no clear distinction between the text and other portions of the message.)
Chennel	Change to channel ... before proceeding.
Confirm	My version is _____. Is that correct?
Correction	An error has been made in this transmission (message indicated). The correct version is _____.
Go Ahead	Proceed with your message.
How Do You Read?	How well do you receive me?
I Say Again	Self-explanatory (use instead of <i>I repeat</i>).
Mayday	The spoken word for the distress signal.
Mayday Relay	Is the spoken word for the distress relay signal.



VHF MARINE RADIO - COMMON PHRASES (CONT)

WORD	PHRASE MEANING
Negative	No, or that is not correct, or I do not agree.
Over	My transmission is ended and I expect a response from you.
Out	Conversation is ended and no response is expected.
Pan Pan	The spoken word for the urgency signal.
Prudonce	During long distress situations, communications can resume on a restricted basis. Communication is to be restricted to ship's business or messages of a higher priority.
Readback	Repeat all of this message back to me exactly as received after I have given OVER. (Do not use the word <i>repeat</i> .)
Roger	I have received all of your last transmission.
Roger Number	I have received your message number ...
Standby	I must pause for a few seconds or minutes, please wait.
Say Again	Self-explanatory. (Do not use the word <i>repeat</i> .)
Securite	Is the spoken word for the safety signal.



VHF MARINE RADIO - COMMON PHRASES (CONT)

WORD	PHRASE MEANING
Seelonce	Indicates that silence has been imposed on the frequency due to a distress situation.
Seelonce Distress	The international expression to advise that a distress situation is in progress. This command comes from a vessel or coast station other than the station in distress.
Seelonce Feenee	Is the international expression for distress cancellation
Seelonce Mayday	Is the international expression to advise that a distress sit is in prog. The command comes from the ship in distress.
That Is Correct	Self-explanatory.
Verify	Check coding & text with originator & send correct version.
Words Twice	a) As a request: Communication is difficult, please send each word twice. (b) As information: Since communication is difficult, I will send each word twice.



PHONETIC ALPHABET

	SYMBOL	SOUND
A	ALPHA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	ECK-OH
F	FOXTROT	FOKS-TROT
G	GOLF	GOLF
H	HOTEL	HOH-TELL
I	INDIA	IN-DEE-AH
J	JULIETT	JEW-LEE-ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH
M	MIKE	MI-KE

	SYMBOL	SOUND
N	NOVEMBER	NO-VEM-BER
O	OSCAR	OSS-CAR
P	PAPA	PAH-PAH
Q	QUEBEC	KEH-BECK
R	ROMEO	ROW-ME-OH
S	SIERRA	SEE-AIR-RAH
T	TANGO	TANG-GO
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIK-TAR
W	WHISKEY	WISS-KEY
X	X-RAY	ECKS-RAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO



DSC CALLING PROCEDURES

DISTRESS Call

The following steps should be followed to transmit a DSC DISTRESS call:

1. Determine that grave and imminent danger threatens a vessel or person and immediate assistance is required.
2. Lift the protective cover and press the red DISTRESS button.
3. If time permits, select the nature of the distress.
4. Press and hold down the red DISTRESS button for 5 seconds.
5. Monitor Channel 16.

CALL

- MAYDAY, MAYDAY, MAYDAY
- This is
- Wave Skimmer, Wave Skimmer, Wave Skimmer
- MAYDAY
- Wave Skimmer
- Position two miles south of Black Island
- Have struck a log and taking on water. Engine seized
- Two seven foot Bayliner, white with orange strip
- Three people on board, one injured
- Preparing to abandon ship with lifejackets, but no dinghy
- Wave Skimmer
- Over



DSC CALLING PROCEDURES (CONT)

URGENCY Call (All Stations)

The following steps should be followed to transmit a DSC URGENCY call:

1. Determine that an URGENCY situation related to the safety of a vessel or person exists.
2. Select URGENCY from the DSC menu.
3. Select Channel 16 as the default channel.
4. Press the ENTER key.
5. Wait briefly for other vessels to switch to Channel 16.
6. On Channel 16, transmit:

PAN PAN, PAN PAN, PAN PAN

ALL STATIONS ALL STATIONS ALL STATIONS

This is (the vessel call sign or MMSI) followed by the Urgency message.



DSC CALLING PROCEDURES (CONT)

SAFETY Call (All Stations)

The following steps should be followed to transmit a DSC SAFETY call:

1. Determine that a SAFETY situation concerning navigation or weather exists.
2. Select SAFETY from the DSC menu.
3. Select Channel 06 as the default channel.
4. Press the ENTER key.
5. Wait briefly for other vessels to switch to Channel 06.
6. On Channel 06, transmit:

SECURITÉ, SECURITÉ, SECURITÉ

ALL STATIONS ALL STATIONS ALL STATIONS

This is (the vessel call sign or MMSI) followed by the SAFETY message.

Routine Call (All Stations)

The following steps should be followed to transmit a DSC routine call:

1. Select ROUTINE from the DSC menu.
2. Enter the MMSI or select a station from the directory.
3. Select the desired working channel.
4. Press the ENTER key.



SEMAPHORE CODE



A (1)



B (2)



C (3)



D (4)



E (5)



F (6)



G (7)



H (8)



I (9)



K (0)



L



M



N



O



P



SEMAPHORE CODE (CONT)



Q



R



S



T



U



Y



ANNUL



NUMERIC



J (ALPHA)



V



W



X



Z



NOTES



If found please return to
Attn: Natl CJCR Sp Gp
101 Colonel By Drive
Ottawa, Ontario, K1A 0K2

Name:

Rank:

Service Number:

OPI: J7 - Natl CJCR Sp Gp

SCOP Reference Cards v2