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Guidance for Official Measurers and Certification Authorities

Relevant to the IRSA Designated Classes

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ABBREVIATIONS

IRSA	International Radio Sailing Association
WS	World Sailing
CR	Class Rules
MNA	Member National Authority
DNM	Delegated National Member (of IRSA)
ERS	Equipment Rules of Sailing
OM	Official Measurer
CA	Certification Authority

DEFINITIONS

The following words and phrases have these definitions in this interpretation.

bold, *italics* A **term** in bold is defined in the ERS, whereas a *term* in italics is defined in the RRS.

General

G1 Introduction

These guidance notes are intended for use by Official Measurers and Certification Authorities to aid successful completion of certification of boats in the IRSA designated classes.

An Official Measurer is defined in the ERS as:

> A person appointed or recognised, by the MNA of the country where the control takes place, to carry out **certification control** and when the **class rules** permit, **certification**. An MNA may have delegated this responsibility.

A Certification Authority is defined in the ERS as:

> World Sailing, the MNA of the country where the **certification** shall take place, or their delegates.

The words Certify/Certification are defined in the ERS as:

> To issue a **certificate**, or apply a **certification mark** after successful **certification control**.

A Certificate is defined in the ERS as:

> Documentary proof of successful **certification control** as required by the **class rules** or a **certification authority**.
> For the **hull**: issued by World Sailing, the MNA of the owner, or their delegates.
> For other items: issued by the **certification authority**.
> The term includes handicap and rating certificates.

Certification Control is defined in the ERS as:

> The methods used as means of equipment control required by **class rules**, or a **certification authority**, for **certification**.

G2 Documents, methods and tools required for certification control

For the purposes of this document it is assumed that the OM and CA will be fully aware of the methods of equipment control and the tools required to work accurately and efficiently. The MNA will normally provide the training required for its OMs to be appointed/recognised.

Arrange to have access to the following documents:

> Equipment Rules of Sailing –
> http://members.sailing.org/documents/equipmentrules/
>
> The International Measurer's Manual -
> http://members.sailing.org/raceofficials/internationalmeasurer/document_library.php
>
> Access to the IRSA website for the class related Q&As and earlier versions of CR –
> https://www.radiosailing.org/question-answers/qaall
>
> Class related documents listed under each class section below

G3 Word & Excel Documents

IRSA certification material is provided as protected Word files or protected Excel files. No versions of this documentation has been produced for use on other programs and the documents will probably not work on machines which are not loaded with Word and Excel.

Users of Apple products report the certification material works perfectly well when they use appropriate software designed for use with Microsoft files.

G4 Documentation Availability / Authenticity

The IRSA certification material is openly available and may be accessed by anyone, owner, builder, sail maker, designer etc. The 'certificate' produced from this certification material meets the definition of a certificate (see above) if it is issued by the certification authority, signed and stamped.

G5 Signature & Stamp

No facility is provided to add an electronic signature or stamp. The purpose of requiring a manual signature and stamp is to reduce the risk of fraud and to enable the CA to validate any certificate that is queried by an event organising authority or DNM at a later date.

G6 Spreadsheet based certification control forms and certificates

Current versions can be downloaded from the IRSA website. The spreadsheets are populated with data which helps to show some of the warning messages that are built in. It can be counter-productive to start from these versions each time, so it is recommended that copies are downloaded, saved as personal master copies, zero is entered in each data entry cell, and the files are saved under another file name. If these personal master copies with blank data are used each time the risk of having incorrect data entry will be eliminated or reduced.

The cells into which data is entered are coded by dark blue figures on a light blue background.

If printing on a black and white printer it is suggested black/white printing is chosen rather than greyscale to make it easier to read these cells when printed. To do this go to:

File/Print/page Setup/Sheet and then choose 'black and white'

Marblehead Class related

Official Measurer tasks

M1 Documents

Class related documents required for certification control:

Marblehead Class Rules 2018

Marblehead Certificate

Marblehead Boat Certification Control Form

Marblehead Rig Certification Control Form

M2 Preparation

On the boat certification control form enter the data relating to the hull registration number, boat details, owner details and dates. Save the document using the registered number, or some other suitable name, as the file name.

E.g. 4999/boat/2018/01

On the rig/sail certification control form enter the data relating to the hull registration number, measurer details and date. Save the document using the registered number, or some other suitable name, as the file name.

E.g. 4999/rig/2018/01

Open a copy of the M certificate and enter on to the certificate sheet the data relating to the hull registration number, boat details, owner details and dates. Then save the document using the registered number, or some other suitable name, as the file name.

E.g. 4999/certificate/2018/01

Print off one* copy of each certification control form and the rig sail measurement form sheet of the certificate.

* One rig/sail certification control form may be used for all rigs, or one for each rig.

M3 Sail measurement (certificate)

Take the measurements required by the rig sail measurement form sheet of the certificate and record them on the printed copy of the rig sail measurement form sheet.

Enter the data into the rig sail measurement form sheet of the certificate spreadsheet and check for error messages. If the sails are over area, discuss with the owner how this may be corrected.

When the sails are compliant with the measured sail area limit, save the file and print the rig sail measurement form sheet and certificate sheet.

M4 Rig certification control form

The form is designed so that one copy can be used for all rigs or one copy can be used for each individual rig.

Use the rig/sail certification control form as an aid to 'control' the rigs to find if they are compliant. Each test that the rig has to pass is noted as a question on the form. A 'NA', 'yes' or 'no' answer is indicated by the OM by circling the correct answer or crossing out the incorrect answer(s).

The first section of questions relates to the mast and booms, the second section relates to the sails.

Note 1 There are some calculations on the certificate spreadsheet that will help when measuring the minimum combined cross section of spars where two spars are joined.

Note 2 There are reminders of the rules relating to taking and recording measurements on the certificate spreadsheet.

M5 Boat certification control form

Use the boat certification control form as an aid to 'control' the hull to find if it is compliant. Each test that the hull has to pass is noted as a question on the form. A 'yes' or 'no' answer is indicated by the OM by circling the correct answer or crossing out the incorrect answer.

The last question relates to the rig/sail groups that the boat has. The rig/sail certification control form is designed so that one copy can be used for all rigs or one copy can be used for each individual rig. Note here for which rigs (A, B and/or C) the rig/sail certification control form(s) are submitted.

Space exists in a box for Measurer's Comments. The reason(s) for adding any comments here are given in the box.

M6 Provide to the Owner for sending to the CA

A paper copy of the following:

Boat certification control form

Rig/sail certification control form(s) – one for all rigs/sail groups, or one for each rig/sail group

Rig sail measurement form sheet of certificate

Certificate sheet (this is a different sheet to the rig sail measurement form sheet)

The Excel spreadsheet version of the following:

Certificate*

Boat certification control form*

Rig certification control form*

* The spreadsheet versions of these are not essential. However, sending these to the CA will avoid the need to input the data into the certificate file again and reduces the risk of having incorrect data for the owner.

M7 Provide to the Owner for his own records

A paper copy, photocopy* or scan* of the following:

Boat certification control form

Rig/sail certification control form(s) – one for all rigs, or one for each rig

Rig sail measurement form sheet of certificate

Certificate sheet (this is a different sheet to the rig sail measurement sheet)

The copies retained by the owner serve as a back up in case the paper copies that are sent to the CA are lost.

* Photocopies or scans should be made after signing.

M8 Completion

If satisfied that the boat complies with the CR, the measurer signs and dates the forms where specified.

The measurer also records the name of the World Sailing Member National Authority (WS MNA) of the country that recognises him as an Official Measurer.

NB An official measurer shall not carry out certification control in another country without the prior agreement of the WS MNA for that country. ERS H.1.3.

The owner's declaration is added to the boat certification control form. This is necessary because it is here that the owner commits to keeping the boat in compliance with the class rules and only the owner can testify that the density of ballast does not exceed the maximum permitted value. The owner may wish to obtain a declaration from the ballast manufacturer before doing this.

Certification Authority tasks

M9 When the CA receives the forms from the OM

There are several checks that should be carried out before a certificate is issued by the CA.

M10 Official Measurer is accredited?

Check that the measurer who signed the forms is appointed as an Official Measurer by the WS MNA of the country.

M11 Hull registration number

This should have been reserved by the owner or builder at an earlier stage. It is normal for CAs to reserve the right to re-allocate a number if certification has not been carried out within 12 months of issue of the registration number.

Check that the number has not been re-allocated to another owner.

If the number has been re-allocated to another owner, then allocate a new number, advise the owner of this, and request that the owner submits revised forms which are endorsed by the OM showing the revised number and that the revised number has been engraved/displayed on the hull.

M12 Within date?

Certification control forms shall be sent to the CA within 4 weeks of certification.

Check that the certification took place in the last 4 weeks.

If certification did not take place in the last 4 weeks the CA should return the forms to the owner who shall obtain revised forms from the measurer.

M13 Fee received?

Check that any fee that is required has been provided.

M14 Processing the forms

It is the CA's task to ensure that the answers given on the certification control forms show that the boat is in compliance with the class rules.

Although the OM signs to declare the boat conforms to the class rules this is 'to the best of (their) knowledge'. The OM may not be an expert on the class. The CA, however, is expected to be an expert in the class.

Checking the forms from the OM may be aided by creating a template that goes over the forms and highlights the 'correct' answers.

M15 Measurer's comments

The OM may have been unsure about the compliance of an item of equipment with the class rules. In this case he will have made suitable comments in the space provided for that and not signed the forms.

If this is the case a certificate may not be issued and guidance shall be sought from the IRSA.

M16 Other details to check

Does the hull registration number match on each form?

If the issue of certificates is a service available to members on the NCA – is the owner a current member?

Are the certification control forms and the certificate spreadsheet the same versions as those currently shown on the IRSA website?

Are there any error messages on the certificate?

If all is in order proceed to issue a certificate.

M17 Issue a certificate

If the CA has been sent a copy of the Excel spreadsheet version of the certificate, a copy of the certificate sheet can be printed without the need to enter any data.

If the CA has been sent only paper copies of the rig sail measurement sheet and certificate sheet, the data from them will have to be entered into a new file before printing the certificate page.

Sign and stamp the certificate pages. Use of an ink that is not black helps to indicate the authenticity of the document(s).

M18 What else?

Protect, and save (with an appropriate name), the Excel spreadsheet version of the certificate.

Save all the other documentation that has been sent (see Class Rule A.13.1 (a)).

If the boat is sold outside the country the new owner may request the original certification control forms so that his CA may issue a certificate without the need for checking by an OM (see Class Rules A.12.1 (a) and A.13.1 (b)).

If a certificate is lost the owner may request a replacement certificate based on these records (see Class Rule A.12.1 (b).

Marblehead end

Ten Rater Class related

Official Measurer tasks

10R1 Documents

Class related documents required for certification control:

Ten Rater Class Rules 2018

Ten Rater Certificate (includes certification control forms)

10R2 Preparation

Open a copy of the 10R certificate and enter on to the data entry and rating calculation sheet the data relating to the hull registration number, boat details, owner details and dates. Then save the document using the registered number, or some other suitable name, as the file name.

E.g. 4999/certificate/2018/01

Print off one* copy of each boat/rig/sail certification control form, sail 1 – page 2, sail 2 – page 3, and spar – page 4 of the certificate.

* One boat/rig/sail certification control form may be used for all rigs, or one for each rig.

10R3 Sail and spar measurement (certificate)

Take the measurements required by the sail and spar pages and record them on the printed copy.

Where there are more than one irregularly profiled spar and one evenly tapered spar it will be necessary to use one or more additional spar pages to determine the additional area.

Enter the data into the relevant pages of the certificate spreadsheet.

Error messages will appear if data appears incorrect or missing:

1 The profile of each sail and the measured spar(s) is plotted (to the right hand side of the data and also below the data). If the measured dimensions indicate there are hollows in the surface then 'check' messages will appear to draw your attention to the data likely to be in error. Large errors in the input data will be shown up by irregularities in the plotted sail profiles as major hollows or bumps in the profile.

2 The effect of rounding measurements can lead to 'check' messages even when there is no hollow in the sail profile.

3 An incorrect number of heights measured at the foot of the sail (determined by the LP measurement) will result in an 'error' message.

4 A mast length that is less than the mainsail luff length will result in an 'error' message.

If the waterline length is known and entered at this stage, then it will be possible to check the rating and decide how to proceed.

When the sails are compliant with the measured sail area limit, save the file and print the certificate page 1 sheet.

10R4 Boat/rig/sail certification control form

A single page form covers the points that need to be checked by the OM.

The first section of questions relates to the boat (hull and appendages), the second section relates to the rig and sails.

The form is designed so that one copy can be used for all rigs or one copy can be used for each individual rig.

Use the boat/rig/sail certification control form as an aid to 'control' the equipment to find if it is compliant. Each test that the equipment has to pass is noted as a question on the form. A 'NA', 'yes' or 'no' answer is indicated by the OM by circling the correct answer or crossing out the incorrect answer(s).

10R5 Provide to the Owner for sending to the CA

Two paper copies of the following:

Boat/rig/sail certification control form

Sail 1, sail 2 and spar pages

Data entry and rating calculation sheet (this is a different sheet to the certificate page 1)

Certificate page 1

The Excel spreadsheet version of the following:

Certificate*

* The spreadsheet version of this is not essential. However, sending these to the CA will avoid the need to input the data into the certificate file again and reduces the risk of having incorrect data for the owner.

10R6 Provide to the Owner for his own records

A paper copy, photocopy* or scan* of the following:

Boat/rig/sail certification control form

Sail 1, sail 2 and spar pages

Data entry and rating calculation sheet (this is a different sheet to the certificate page 1)

Sail maker guidance

The Excel spreadsheet version of the following:

Certificate*

The copies retained by the owner serve as a back up in case the paper copies that are sent to the CA are lost.

* Photocopies or scans can be made after signing.

10R7 Completion

If satisfied that the boat complies with the CR, the measurer signs and dates the forms where specified.

The measurer also records the name of the World Sailing Member National Authority (WS MNA) of the country that recognises him as an Official Measurer.

NB An official measurer shall not carry out certification control in another country without the prior agreement of the WS MNA for that country. ERS H.1.3.

The owner's declaration is added to the certificate page 1 form. This is necessary because it is here that the owner commits to keeping the boat in compliance with the class rules and only the owner can testify that the density of ballast does not exceed the maximum permitted value. The owner may wish to obtain a declaration from the ballast manufacturer before doing this.

Certification Authority tasks

10R8 When the CA receives the forms from the OM

There are several checks that should be carried out before a certificate is issued by the CA.

10R9 Official Measurer is accredited?

Check that the measurer who signed the forms is appointed as an Official Measurer by the WS MNA of the country.

10R10 Hull registration number

This should have been reserved by the owner or builder at an earlier stage. It is normal for CAs to reserve the right to re-allocate a number if certification has not been carried out within 12 months of issue of the registration number.

Check that the number has not been re-allocated to another owner.

If the number has been re-allocated to another owner then allocate a new number, advise the owner of this, and request that the owner submits revised forms which are endorsed by the OM showing the revised number and that the revised number has been engraved/displayed on the hull.

10R11 Within date?

Certification control forms shall be sent to the CA within 4 weeks of certification.

Check that the certification took place in the last 4 weeks.

If certification did not take place in the last 4 weeks the CA should return the forms to the owner who shall obtain revised forms from the measurer.

10R12 Fee received?

Check that any fee that is required has been provided.

10R13 Processing the forms

It is the CA's task to ensure that the answers given on the certification control forms show that the boat is in compliance with the class rules.

Although the OM signs to declare the boat conforms to the class rules this is 'to the best of (their) knowledge'. The OM may not be an expert on the class. The CA, however, is expected to be an expert in the class.

Checking the boat/rig/sail certification control form from the OM may be aided by creating a template that goes over the forms and highlights the 'correct' answers.

Check for the following:

1 That the sail profiles displayed graphically on the sail and spar pages have no obvious irregularities.

2 That there are no hollows in the profile of the sail except those that may be due to rounding errors

For example, a sail with a perfectly straight foot roach may have successive heights of:

49.5, 50.0, 50.5, 51.0

These will be correctly rounded to:

50, 50, 51, 51

An error message will appear to record the possible presence of a hollow which would exist if these rounded dimensions are plotted exactly. However, the OM's attention should have been drawn to this, a check should have been made, and assuming there is no actual hollow, the OM will have signed to say that the sail is compliant.

Larger hollows cannot be explained by rounding errors.

3 The number of heights recorded for the foot of each sail meets the number expected from the LP dimension.

4 The mast length exceeds the mainsail luff length.

5 That boats with a swing rig (with more than two boom spars) have the additional spar area recorded and entered correctly.

10R14 Measurer's comments

The OM may have been unsure about the compliance of an item of equipment with the class rules. In this case he will have made suitable comments in the space provided for that and not signed the forms.

If this is the case a certificate may not be issued and guidance shall be sought from the IRSA.

10R15 Other details to check

Does the hull registration number match on each form?

Does the 'official validity check' number match on each form?

If the issue of certificates is a service available to members on the NCA – is the owner a current member?

Are the certification control forms and the certificate spreadsheet the same versions as those currently shown on the IRSA website?

Are there any error messages on the certificate?

If all is in order proceed to issue a certificate.

10R16 Issue a certificate

If the CA has been sent a copy of the Excel spreadsheet version of the certificate, a copy of the certificate sheet can be printed without the need to enter any data.

If the CA has been sent only paper copies of the rig sail measurement sheet and certificate sheet, the data from them will have to be entered into a new file before printing the certificate page.

Sign and stamp the certificate pages. Use of an ink that is not black helps to indicate the authenticity of the document(s).

10R17 What else?

Protect, and save (with an appropriate name), the Excel spreadsheet version of the certificate.

Save all the other documentation that has been sent (see Class Rule A.13.1 (a)).

If the boat is sold outside the country the new owner may request the original certification control forms so that his CA may issue a certificate without the need for checking by an OM (see Class Rules A.12.1 (a) and A.13.1 (b)).

If a certificate is lost the owner may request a replacement certificate based on these records (see Class Rule A.12.1 (b).

Ten Rater end

A Class related

Official Measurer tasks

A1 Documents

Class related documents required for certification control:

A Class Rules 2018

A Class Certificate

A Class Boat Certification Control Form

A Class Rig Certification Control Form

A2 Preparation

Print a copy of the boat certification control form.

Print a copy of the rig/sail certification control form.

Open a copy of the A Class certificate and enter on to the data input for certificate sheet the data relating to the hull registration number, boat details, owner details and dates. Then save the document using the registered number, or some other suitable name, as the file name.

E.g. 4999/certificate/2018/01

Print off one* copy of the data input for certificate sheet of the certificate.

A3 Boat/sail measurement (certificate)

Take the measurements required by the data input for certificate sheet and record them on the printed copy.

B & J dimensions

In cases where the sails for the boat do not yet exist.

This does not prevent the issue of a certificate. Certification control forms for sails are not required at a later stage.

Sails are no longer essential at the stage of initial certification control in order to obtain a certificate. In these cases the purpose of the measurement process is to identify the A, B, I and J dimensions that will be supplied to the sail maker.

The certification of the sails for the boat is handled by the owner and OM in the same way as for any replacement sails. The OM uses the rig/sail certification control form (and certificate spreadsheet if required) as aids for certification and certifies the sails in the normal way.

When the sails are made, and before racing, the owner will have the sails checked for compliance and certified by the OM who will mark the minimum B and J dimensions on the sails with which they comply.

In cases where the sails for the boat do exist.

In this case the cross widths and LP dimension of each sail can be measured and the data entered into the minimum B & J dimension sheet of the certificate. This will identify the values of B and J with which the sails comply, which will be marked on the sails and which should be used to determine the boat's rating.

Bridge bow hollow

In some cases there will be hollow in the bow profile near the waterline ending necessitating bridging to establish the measured waterline length different to the true waterline length. A method for determining the required dimension is incorporated into the certificate.

A4 Enter the data onto the certificate

Enter the data into the data input for certificate page of the certificate spreadsheet and check for error messages. If the sails are over area, discuss with the owner how this may be corrected.

It is possible to create a certificate for a Free Sailing A Class by entering FS into a check box.

When the boat is compliant with the rating limit, save the file and print the data input for certificate page.

A5 Rig/sail certification control form

Use the rig/sail certification control form as an aid to 'control' the rig to find if it is compliant. Each test that the rig has to pass is noted as a question on the form. A 'yes' or 'no' answer is indicated by the OM by circling the correct answer or crossing out the incorrect answer(s).

Each section of questions relates to specific aspect of the rig.

Where sails do not yet exist the questions relating to mainsails and headsails should be marked as 'not applicable' and a suitable note should be made in the box reserved for measurer's comments.

The OM should note that he expects the owner to return with his sails for their certification at a later stage.

A6 Boat certification control form

Use the Boat certification control form as an aid to 'control' the hull to find if it is compliant. Each test that the hull and hull appendages have to pass is noted as a question on the form. A 'NA, yes' or 'no' answer is indicated by the OM by circling the correct answer or crossing out the incorrect answer.

The last question relates to the rig/sail certification control form as a reminder.

Space exists in a box for Measurer's Comments. The reason(s) for adding any comments here are given in the box.

A7 Provide to the Owner for sending to the CA

A paper copy of the following:

Boat certification control form

Rig/sail certification control form

Date input for certificate sheet (this is a different sheet to the certificate page 1 & certificate page 2)

The Excel spreadsheet version of the following:

Certificate*

* The spreadsheet version of this are not essential. However, sending this to the CA will avoid the need to input the data into the certificate file again and reduces the risk of having incorrect data for the owner.

A8 Provide to the Owner for his own records

A paper copy, photocopy* or scan* of the following:

Boat certification control form

Rig/sail certification control form

Date input for certificate sheet (this is a different sheet to the certificate page 1 & certificate page 2)

The copies retained by the owner serve as a back up in case the paper copies that are sent to the CA are lost.

* Photocopies or scans can be made after signing.

A9 Completion

If satisfied that the boat complies with the CR, the measurer signs and dates the forms where specified.

The owner's declaration is added to the boat certification control form. This is necessary because it is here that the owner commits to keeping the boat in compliance with the class rules and only the owner can testify that the density of ballast does not exceed the maximum permitted value. The owner may wish to obtain a declaration from the ballast manufacturer before doing this.

Certification Authority tasks

A10 When the CA receives the forms from the OM

There are several checks that should be carried out before a certificate is issued by the CA.

A11 Official Measurer is accredited?

Check that the measurer who signed the forms is appointed as an Official Measurer by the WS MNA of the country.

A12 Hull registration number

This should have been reserved by the owner or builder at an earlier stage. It is normal for CAs to reserve the right to re-allocate a number if certification has not been carried out within 12 months of issue of the registration number.

Check that the number has not been re-allocated to another owner.

If the number has been re-allocated to another owner then allocate a new number, advise the owner of this, and request that the owner submits revised forms which are endorsed by the OM showing the revised number and that the revised number has been engraved/displayed on the hull.

A13 Within date?

Certification control forms shall be sent to the CA within 4 weeks of certification.

Check that the certification took place in the last 4 weeks.

If certification did not take place in the last 4 weeks the CA should return the forms to the owner who shall obtain revised forms from the measurer.

A14 Fee received?

Check that any fee that is required has been provided.

A15 Processing the forms

It is the CA's task to ensure that the answers given on the certification control forms show that the boat is in compliance with the class rules.

Although the OM signs to declare the boat conforms to the class rules this is 'to the best of (their) knowledge'. The OM may not be an expert on the class. The CA, however, is expected to be an expert in the class.

Checking the forms from the OM may be aided by creating a template that goes over the forms and highlights the 'correct' answers.

A16 Measurer's comments

The OM may have been unsure about the compliance of an item of equipment with the class rules. In this case he will have made suitable comments in the space provided for that and not signed the forms.

If this is the case a certificate may not be issued and guidance shall be sought from the IRSA.

A17 Boat has no sails yet

Where the boat has been certified without its sails this will be noted in the box for measurer's comments and the mainsail and headsail sections of the certification control forms will be marked as 'not applicable'.

This does not prevent the issue of a certificate. Certification control forms for sails are not required at a later stage.

The certification of the sails for the boat is handled by the owner and OM in the same way as for any replacement sails. The OM uses the rig/sail certification control form (and certificate spreadsheet if required) as aids for certification and certifies the sails in the normal way.

A18 Other details to check

Does the boat registration number match on each form?

If the issue of certificates is a service available to members on the NCA – is the owner a current member?

Are the certification control forms and the certificate spreadsheet the same versions as those currently shown on the IRSA website?

Are there any error messages on the certificate?

If all is in order proceed to issue a certificate.

A19 Issue a certificate

If the CA has been sent a copy of the Excel spreadsheet version of the certificate, a copy of the certificate page 1 and certificate page 2 sheets can be printed without the need to enter any data.

If the CA has been sent only a paper copy of the data input for certificate sheet, the data from it will have to be entered into a new file before printing the certificate page 1 and certificate page 2.

Sign and stamp the certificate pages. Use of an ink that is not black helps to indicate the authenticity of the document(s).

A20 What else?

Protect, and save (with an appropriate name), the Excel spreadsheet version of the certificate.

Save all the other documentation that has been sent (see Class Rule A.13.1 (a)).

If the boat is sold outside the country the new owner may request the original certification control forms so that his CA may issue a certificate without the need for checking by an OM (see Class Rules A.12.1 (a) and A.13.1 (b)).

If a certificate is lost the owner may request a replacement certificate based on these records (see Class Rule A.12.1 (b).

A Class end