

Self-declaration action plan: How to proceed

Once you have completed the NOWS Self-Assessment Checklist and made changes to your course if needed, to comply with the relevant American National Standards, develop a self-declaration of conformity (known as a *Supplier's Declaration of Conformity (SDoC)*). An SDoC is a short document stating that your course follows American National Standards.

The NOWS Program also recommends you follow the International Standards Organization's (ISO) approach to developing an SDoC. ISO has two documents called ISO/IEC17050 that describe the process in detail. You can purchase and download these documents from the ISO at <https://webstore.ansi.org/standards/iso/isoiec17050conformity>.

You will be able to use the SDoC you develop to indicate, market, or promote your course as compliant with American National Standards. During the process of completing an SDoC, you will:

- Describe the course that complies with the American National Standard(s).
- Identify which American National Standards (or sections of standards) the course conforms to.
- Identify the person/people who completed the self-assessment and describe why they were qualified to conduct the assessment.
- Describe the approach used to conduct the assessment. This includes completing the NOWS Self-Assessment Checklist and storing it for later access.

Page two of this document contains an example format for an SDoC document.

Example format: Supplier's Declaration of Conformity

Declaration Number: _____

Issuer's Name: _____

Issuer's Address: _____

Title of entry-level skills-based on-water instructional course or program under declaration:

Statement of Declaration

We declare that the above-mentioned instructional course or program complies with the requirements of the following American National Standards for on-water, skills-based instruction in recreational boat operation:

(Note: Keep those that apply and remove those that do not)

Standard Title	Edition/Date of Issue
ABYC EDU-1 <i>On-Water Recreational Boating Skills–Power</i>	<i>December 2021</i>
ABYC EDU-2 <i>On-Water Recreational Boating Skills–Human-propelled</i>	<i>July 2022</i>
ABYC EDU-3 <i>On-Water Recreational Boating Skills–Sail</i>	<i>July 2022</i>
ABYC EDU-4 <i>On-Water Recreational Boating Skills–Instruction</i>	<i>July 2022</i>

Supplementary Information (Limitations to conformity and/or additional information):

Signed for on behalf of: _____

Place and date of issue: _____

Name (printed)

Function

Signature authorized by issuer

Disclaimer: The content of this *Supplier's Declaration of Conformity* example format is advisory only. Its use is entirely voluntary. It represents, as of the date of publication, current understanding of best practices associated with producing a *Supplier's Declaration of Conformity* as identified in documents ISO/IEC 17050 developed by the International Standards Organization (ISO). The National On-Water Standards (NOWS) Program, the American Boat & Yacht Council, the United States Sailing Association, the United States Coast Guard, Think First Serve, and METCOR LTD, its subject matter experts and organizations involved in the development of this example assume no responsibility whatsoever for the use of, or failure to use of its content or any instructional course or program identified by its use. Users of this self-declaration of conformity example format are responsible for protecting themselves against liability associated with its application. This document provides an example of a developing a *Supplier's Declaration of Conformity* and is not intended to preclude other methods or approaches used to declare conformity.