

Self-declaration action plan: How to proceed

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

The NOWS Program 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 download the documents (for a small fee) at this link:
<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 national standards. During the process of completing an SDoC, you will:

- Describe the course that complies with the national standards.
- Identify the national standards (or sections of standards) your 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 you used to conduct the assessment. This includes completing the NOWS Self-Assessment Checklist and storing it for later use.

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)

Document #:	Title	Edition/Date of Issue
<i>EDU-1</i>	<i>On-Water Power Standard</i>	<i>November 12, 2015</i>
<i>EDU-2</i>	<i>Skill-based Human-propelled Standard</i>	<i>October 11, 2016</i>
<i>EDU-3</i>	<i>Skills-based Sailboat Standard</i>	<i>May 25, 2017</i>
<i>EDU-4</i>	<i>On-Water Instruction Standard</i>	<i>January 25, 2018</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.