



PREVENTION DIRECTORATE



Date: 09 February 2020

From: John McLeod, Director of Prevention

Subj: Best Practice Oral Board Recommendation

Executive Summary

Oral boards are being conducted in many areas of each District by those holding the specific qualifications needed to perform such boards (i.e., MSAM, MEES). Many times, the District Staff Officer is not made aware of these boards both being conducted and being advised once the board has been passed by the member.

In order to avert confusion, it is recommended that the District Staff Officer be advised of the following whenever an oral board is to be held for a specific qualification:

- 1) Advise that a board is to be conducted (date)
- 2) Advise who will be serving on the said board, and that they hold the Letter of Designation for that qualification and that the required three members will be presenting the board. An email should be sent to the member who passes the board and cc's to the DSO-MS.
- 3) Advise as soon as the board has been completed and if it has been passed or failed by the member.
- 4) Advise when the next board will be held, if an additional board is needed

The above recommendations are to keep the District Staff Officer for Marine Safety current on all items members are submitting for their Letter of Designation for the specific qualification reported.

References: Auxiliary Marine Safety Administrative Management (AUX MSAM) and Auxiliary Performance Outreach (AUX MEES) workbooks, page 2