

NOWS Declaration of Conformity and Promotion **ACTION PLAN**

Recommended steps to complete and promote *Self-Declaration of Conformity* to NOWS American National Standards (ANSs) for on-water, entry-level, skills-based instruction.

➤ **Download** the *NOWS Self-Assessment Checklist* for instruction in Powerboating, Human-propelled craft, or Sailing Skills instruction at: www.usnows.org.

➤ **Assess the extent to which your course or program follows the appropriate ANSs** identified in the *NOWS Self-Assessment Checklist*

- Determine where it meets (or exceeds) the standards and where something needs to be added, modify or changed to meet the standards

➤ **Make changes or adjustments to the course/program (if needed)** based on the results of the assessment.

- Use other NOWS Resources available at www.usnows.org to support updating the course or program
- Document and retain the results of the self-assessment and changes made to enable continuous improvement

➤ **Complete a Self-Declaration of Conformity** (also known as a *Supplier Declaration of Conformity – SDoC**). The NOWS Program recommends following the International Standards Organization’s (ISO) approach for developing a Declaration of Conformity. The two documents called ISO/IEC17050 and that describe the approach cost \$80.

- Use the following link to download the documents:
<https://webstore.ansi.org/RecordDetail.aspx?sku=ISO%2FIEC+17050+-+Conformity+Assessment+Package>
- Develop your Declaration of Conformity according to the contents of ISO/IEC 17050

➤ **Promote following NOWS.** Once the Self-Declaration of Conformity is complete:

- Download the NOWS Logo at: www.usnows.org.
- Display the NOWS Logo on print and/or online materials associated with the course/program that follows NOWS. Display your Declaration of Conformity and/or a phrase like the one below to promote following NOWS:

"The instructional approach used in this course (or program) conforms with (name the standards or sections of the standards) American National Standards for on-water, skills-based instruction in entry-level recreational boat operation."

Disclaimer: This approach to conformity assessment action plan is advisory only and its use entirely voluntary. The National On-Water Standards (NOWS) Program, United States Coast Guard, United States Sailing Association, Think First Serve, METCOR LTD, and their subject matter experts and organizations involved in the development of this approach assume no responsibility whatsoever for the use of, or failure to use, its content or any instructional courses or programs on which it is applied, adaptations made for conformity purposes, or any consequences flowing therefrom. Users of this information are responsible for protecting themselves against liability associated with application of its content. This information is a guide to conducting a conformity assessment and is not intended to preclude attainment of desired results by other means.