

Guidelines/ SoP for
Operations of
Night Sea Kayaking (Basic)
in
Andaman & Nicobar Islands

1. Introduction

Kayaking is a fascinating adventure sports, and over the years, it has emerged from club-level race to an Olympic event. The enthusiasts pursuing kayaking as hobby and passion are also increasing consistently and with increasing focus from both the Central and State Governments as a tourist recreational activity. Hence, the kayakers are expected increase many folds in the times to come. Responsible conduct of the activity therefore can help promotion of a culture of night sea kayaking from amongst the tourists while also creating both employment and income opportunities.

The kayaking activity is of great fun and may look safe particularly for the novice but it cannot be seen as completely safe even for trips on protected waters (estuaries, lakes and slow-flowing rivers) The activity is prone to many unknown or unanticipated hazards and risks, especially during adverse weather conditions. Such circumstances can turn out to be demanding and hazardous to cause injury and even death in extreme cases. It could also result great loss or damage of assets/properties. It warrants for the practitioners to cognise that the vagaries and forces of nature are beyond the human control and complete risk aversion or its elimination is just not possible. Thus, diligent planning and strict adherence to safe practices and operational protocols become essential requirements to remain safe on water.

Kayaking is a 'boating activity with oars' or "human-motored" and it is prone to hazards and risks like any other boating event. For the purpose of this Guideline, kayaking is defined as an activity of moving over the water using a narrow canoe-like boat with a pointed bow, which a Paddler(s) propels with a double-bladed paddle. While Kayaking can be undertaken in different ways, the scope of this Guidelines is limited to non-competitive Recreational, Sea and Night Kayaking.

The guidelines are based on the guidance received from Ministry of Tourism (MoT), Govt. of India, the Central Nodal Agency (CNA) for Adventure Tourism established at the Indian Institute of Tourism & Travel Management to codify this Guideline framework.

2. Objectives

This guidelines aims to provide an overview of Night Sea Kayaking in the Andaman and Nicobar Islands and the requirements for its safe conduct. The activity offers a unique experience of star-gazing under open skies and witnessing bioluminescence, thereby enhancing tourist satisfaction, promoting awareness of the Islands' ecological significance, and adding value to existing tourism activities without encouraging undesirable practices.

However, Night sea Kayaking also involves inherent risks due to darkness, potential panic, limited access to medical support after dark, possible interactions with marine life, and the risk of guests getting separated from the group. Therefore, the activity requires strict safety measures, trained and certified guides, and robust emergency preparedness to ensure tourist safety and environmental protection.

3. Major Terms:

3.1 Adventure Activity Service Provider: Means an entity that operates any of the water based (night sea kayaking) adventure tourism activity (ies) or service(s) at the designated site in accordance to the established standards and procedures and offers it to the tourists/ visitors for a monetary consideration.

3.2 Bioluminescence: Bioluminescence is light produced by living organisms through a chemical reaction involving oxygen, often seen glowing in ocean waters and along shores. Found in marine life like fish, bacteria, jellyfish, and in land organisms such as fireflies and fungi, it is commonly called *pixie dust* or locally known as "**Paani ka Jugnu.**" This glow is mainly created by tiny plankton, including baby jellyfish, squid larvae, and certain shrimp.

3.3 Certified Operator: Operator" means an individual/ firm/ organization/business entity having valid license/registration with statutory agency/department to operate night sea kayaking. The operator possesses requisite experience to independently carry out a Night sea kayaking adventure activity safely and as per the laid-down procedures.

3.3 Creek: A small inlet, narrow bay, or arm of the sea, longer than it is wide, and narrower and extending farther into the land than a cove.

3.4 Designated area: The area identified and designated by a Competent Agency for the purpose of Night Sea kayaking.

3.5. Kayak: Kayak is a small and narrow canoe-like open/closed cockpit boat.

3.6 Kayak Guide: Means a duly certified and experienced person who conducts guided night kayak tours.

3.7 Navigation: Navigating through the waterways (area identified and designated) by a Paddler sitting face-forward in a Kayak and marching ahead with alternating side-to-side paddle strokes.

3.8 Night Sea Kayaking: The pursuit of kayaking in the sea, where a Kayaker is equipped with in-depth knowledge and experience of kayaking and logistics at night sometimes during and bioluminescence.

3.9 Sit-in Kayak-It is an enclosed cockpit where the paddler's upper body sits within the hull, and legs/feet are inside the cockpit. Available in single or tandem configurations, it is suited for trained or proficient paddlers in touring, recreational, or sea environments

3.10 Personal Floatation Device (PFD) or Lifejacket. One of the most important pieces of safety gear for a paddler. Always wear your PFD properly when you're kayaking. It should be CE / ISO certified/other approved certified agency.

3.11 Recreational Kayaking. An easy way of kayaking to explore and navigate across the waterbodies(area identified and designated) for the purpose of bioluminescence, star gazing etc.

3.12 Sea Fetch: it means the unobstructed distance that the wind can blow over the sea and build up waves.

3.13 Sit-On-Top Kayak: It is a open cockpit kayak with single or double sea designed in such a manner for the paddler sits on top of it and well above the water-level. This design provides the paddler with a greater view and understanding of the surroundings. It is the most popular and safe type with both beginners and experienced paddlers.

3.14 Tandem kayak: A longer kayak with two cockpits and seats for two paddlers to paddle together.

4. Application, Registration & Renewal:

4.1. The Kayak owner/operator desiring to operate a night sea kayak activity in the islands shall submit filled up application online/ offline (whichever is available) in the prescribed format (Annexure-I) along with the non-refundable application fee of Rs.10,000/-(Ten Thousand only) or as prescribed by the Nodal Department from time to time in the form of Demand Draft/Pay order in favour of Sr. Accounts Officer (IP&T), to the Directorate (IP&T), A&N Administration, Sri Vijaya Puram, before the commencement of the operation.

4.2. If any deficiency is found in the application and documents submitted together with the application, a deficiency memo will be issued in writing within 7 days, for fulfilling the required conditions.

4.3. The operator may apply online/ offline forms (whichever is available) for renewal of permission with the prescribed non-refundable renewal fee, of Rs 3,000/-(Three Thousand only) or as prescribed by the Nodal Department from time to time in the form of demand draft/pay order in favor of Sr. Accounts officer (IPT), to the Director (Tourism), Andaman and Nicobar Administration, Sri Vijaya Puram, 45(Forty five) days before expiry of permission. The renewal of permission granted should be applied as per the prescribed format given at Annexure – I.

5. Night Sea Kayaking

The Night Sea kayaking adventure in the Andaman & Nicobar Islands is a guided paddling experience conducted after sunset in the calm Sea waters, wherein the kayaks used shall be stable and seaworthy sit-on-top (single or tandem) crafts, preferably rotomoulded HDPE tandem kayaks or other commercially manufactured variants made of rotomoulded polyethylene,

thermoformed ABS, FRP (fiberglass), or composite materials, equipped with buoyancy compartments, drain plugs, and storage for water bottles, and subject to safety compliance and annual seaworthiness certification.

5.1 Provisions for Night Sea Kayaking

- a. Bright flashlight or spotlight for all Kayak guides to use in case of emergency.
- b. Kayak must have night reflective strips on hull exterior above water.
- c. Reflective tape on paddles
- d. Reflective patches on Lifejacket (PFD) (front, back & shoulder)
- e. Kayak Guides shall carry waterproof headlamps with adjustable brightness. Headlamps shall remain switched off during routine paddling and shall be used strictly for emergency, rescue or navigational safety purposes.

6. Area of Operation:

- 6.1. The Night Sea kayak operation must be carried out from the specially designated area. Area of operation should be away from the area of mechanized craft as far as possible.
- 6.2. The area of operation should be determined and demarcated in coordination with NIWS/RLSS(I)/ any other authorized agency nominated by Tourism Department.
- 6.3. The Registering Authority in consultation with other Govt. Departments like Port Management Board, Directorate of Shipping Services, Forest Department etc. shall notify the area of operation for night Kayaking.
- 6.4. Sea fetch- As notified on the following basis:
 - i. A distance of about 01 nautical mile from the shore-line with predicted current up to one knot.
 - ii. Has protection or intermittent places to get out.
 - iii. Wind-speed of less than 08 knot
 - iv. Water is generally not choppy
- 6.5 Weather conditions must be closely monitored and the tour must be cancelled if wind speeds exceed 08 knots within the operating area.
- 6.6 Water conditions must be calm flat sea with not more than 1foot high waves/swell within the operating area.
- 6.7 The area of operation must steer clear of reef and rocks. If there are reef and rocks in the proposed location then the reef must be visibly marked to prevent any mishap. In areas where the reef or wreckage cannot be marked, the activity shall only be conducted during high tide hours where the reef is submerged by more than 1.5 feet below the water.
- 6.8 The Maximum number of operator that shall operate from the same location shall be based on carrying capacity assessment carried out by the department.
- 6.9 No kayaks are permitted to go beyond 0.55 nautical miles (less than 01 KM) away from a safe shoreline if conducted within bays or lagoons or sheltered areas of flat calm waters. In areas of open water coastline, or breaking waves, the tour route cannot exceed 200 meters from the shoreline. Kayaking activity shall not be permitted in strong currents, extreme tidal changes, reef exposure areas.
- 6.10 Bioluminescence area should be demarcated and designated. Demarcate night kayaking area with the help of illuminated buoys and beacons so as to keep track of reference points.
- 6.11 The site shall be at a safe distance of about 0.55 nautical miles (less than 01 KM) from the shore-line with predicted current up to one knot.
- 6.12 A clearly planned tour route must be maintained, submitted and strictly followed.
- 6.13 No mangrove creeks or channels of width less than 8 feet shall be entered during night time.
- 6.14 If the trip involves going near to marinas/ jetty or channels, make sure that a safety kayak /boat equipped with green/ red lights will accompany the group.
- 6.15 As far as possible, the Guide should try to avoid areas of boat traffic as thumb rule for night kayaking.
- 6.16 Night Sea Kayaking operations shall not be permitted at following places:
 - a. Around the habitat of dangerous marine life (eg. Crocodile);
 - b. Shallow water where coral reefs are found

7. Trip planning and Risk mitigation:

To enhance safety of the paddlers and risk avoidance, adoption of good practices and mitigation measures are very important. Kayaking at night in the shallow-sea provides a great opportunity to magnificence experience of Bioluminescence. The Entity thus shall maintain and follow the standards as under.

7.1. Assessing health and physical conditions and briefing: A Safety declaration form, in the prescribed format, must be duly filled and signed by all guests prior to the commencement of the activity. The operator shall maintain proper records of the same, including details of the guest's medical condition and emergency contact information.

7.2. Itinerary/Trip Plan: Depending on the type and location of the trip/expedition, the Organiser shall meticulously prepare the Itinerary on the basis of the water-body conditions (flow, tides, currents, winds etc.), emergency considerations mitigative measures against the potential risks/hazards.

7.3. The TSET deployed at the designated start point for Night Sea Kayaking shall obtain/maintain data of Tourists proceeding and returning from the trip.

7.4. The kayak guide-to-guest ratio should be maintained at 1:4 i.e there should be minimum 01 guide for 04 guests.

7.5. Physical fitness:

i. Physical fitness required for guests as follows:-

- a. Regular walks- Guest should be able to do normal walking activities without difficulty.
- b. Sitting on floor for one hour- They must be capable of sitting on the floor for a continuous period of one hour.
- c. Pregnancy restriction- Guest should not be in the final trimester of pregnancy.
- d. Resent Surgery- Participant must not have undergone any surgical procedure in the last six months.
- e. Participant must not have spondilices/spinal illness

ii. Physical fitness required for guides as follows:

- a. All guides must submit an individual medical fitness certificate.
- b. Submit a valid Life Saving Technique Certificate (LST)

7.6. Activity briefing: A detailed safety briefing and training in paddling and rescue & techniques, safety emergency protocols must be organised prior to undertaking the activity.

7.7. Age Limit: Under no circumstances shall children below 06 years of age be permitted to participate in night kayaking activities.

7.8. **Weight limit** per guest should be less than 110 kg as all PFD max. capacity is 120 kg.

7.9. **Clothing**: Dress appropriately based on weather and geographic conditions. Dry fit cloths are recommended. Wearing flowing cloths shall be discouraged totally from undertaking the rides and the kayak guides should wear some neon or white bright coloured clothing that can be seen at night by the guest. They should not wear dark colour like black, navy blue and dark green.

7.10. **Insurance for Guests and Guide:**

- i. The Owner/ operator required to ensure that the passengers/ tourists and crew shall be insured for personal accident insurance to the extent of at least Rs 5 lakh per passenger/guest.
- ii. The certified kayak guide should also have personal accident insurance policy coverage.

7.11. Signage: At all required locations, appropriate sign-boards are to be installed containing the activities permitted, safety protocol including time of operation and major hazards.

7.12. **Experience for Night Sea Kayaking tour**: Guide should possess certification through a recognized agency.

7.13. **Health and fitness assessment of participants before undertaking activity** -Introduce a mandatory Guest Health & Safety Declaration Form where guests must declare:

- Medical conditions
 - Emergency contact details
- This will ensure proper screening

8. Pre-tour Briefing-

- 8.1. A thorough pre-tour briefing is mandatory for the guide to display the various steering and balancing techniques to be utilised during the tour.
- 8.2. Pre-tour briefing must teach guests how to handle their equipment such as kayak, paddle and lifejackets issued to them for the tour.
- 8.3. Pre-tour briefing must include a warning of potential capsizes, how to avoid capsizing their kayak, and what to do in the event of one.
- 8.4. Pre-briefing must inform guests how to avoid getting separated from the group and what to do in case of such an occurrence.
- 8.5. All guides must have glow sticks/red led light which do not affect the bioluminescence experience for the guests, and strong headlamps that can be switched on in case of an emergency situation for signalling or for better visibility.
- 8.6. One guide will always remain at the back of the tour group to ensure no capsizes, stragglers or wanderers.
- 8.7. The guides can choose to either sit in double-seater kayaks with the guests, or in individual single-seater kayaks.
- 8.8. No two guides can sit in the same kayak. They must split themselves up and spread themselves amongst the tour group.
- 8.9. Swimming is strictly not permitted during the night kayak tour.
- 8.10. No guest or guide must be allowed on the tour if they have consumed any alcohol or other intoxicants 12 hours or less prior to the tour.
- 8.11. A Liability Release Form, duly signed by each guest prior to every tour, along with their identification documents, shall be obtained and properly documented.
- 8.12. No guest must be permitted on the kayak with torchlight. Or any light that can attract marine life.
- 8.13. Guides avoid using their torches once on the kayak unless for absolute emergencies and for bare minimum time so as not to attract unwelcome marine life.
- 8.14. Before embarkation on the tour, the operator's team must send, either through whatsapp/ sms / fax/ radio, the exact number of guests and guides with their full names, ETD from shore and ETA back on shore to a member of the TSET team as assigned by the Directorate of Tourism, A&N Islands. Once back on shore the same method of communication must be used to the same member of the same team to inform the number of returned guides and guests with their full names and whether any incident has taken place during the tour.
- 8.15. The rescue boat should have registered with competent authority along with night plying permission.
- 8.16. Rescue Kayak: A Rescue kayak is a single seater safety/ Guide Kayak with the requisite rescue gears (tow rope, medical kit, extra paddle, floatie, search light, Hand held & Walkie talkie and mobile in waterproof pouch) should also be accompanying during each kayak trip.
- 8.17. Avoid ecologically sensitive areas, follow un obstructive ecosystem best practices, Respect the ecosystem integrity including to restrain feeding of aquatic fauna.
- 8.18. Pre-tour briefing, tourists should be informed about the possibility of crocodile sightings during the kayaking activity and advised on the appropriate actions to be taken in the event of such a sighting.

9. Kayaking Guide:

Kayaking training and trips are to be organised/ conducted by a team of duly experienced and certified Guides.

9.1 Kayaking Guide:

- i. Kayak Guide must be holding Advance Kayaking certificate and/ or must be trained & certified in a Night Kayaking guide course, in addition to holding a valid certification in Lifesaving Techniques, First Aid, CPR from any Govt. Institution or Govt. recognised agency.
- ii. The kayak guide-to-guest ratio should be maintained at 1:4 i.e there should be minimum 01 guide for 04 guests.
- iii. Minimum **06 months** of experience in day Kayaking Instruction.

10. Standard Operating Procedure:

In cognizance of the potential hazards and risks of Kayaking, following a diligent best practices and procedures for the operations as laid down under is highly recommendable.

- i. Operation shall be undertaken strictly at designated area and in adherence to the standards as prescribed in this Guideline.
- ii. Operators must ensure that clients are briefed. about the following prior to the night sea kayaking trip:
 - a. Appropriate dress code, medical concerns, age limits,
 - b. Level of mental and physical rigours needed,
 - c. Ineligibility of persons with medical conditions like heart ailments, spinal issues, epilepsy, asthma, recent surgery, or any other medical issue of concern and under-age children as at Clause 7.7.
 - d. Equipment used, do's and don'ts, falling out of kayak, rescue bags, flips, rescue and emergency procedures along with demonstration of correct drill for rescue by a safety kayaker are also necessary.
- iii. Weather and sea conditions:
 - a. Weather, current, wind and tide conditions of the sea should always be checked prior to launch of the trip/expedition.
 - b. During the period of operation, weather and sea conditions should be closely monitored. In case of Inclement/bad weather/sea conditions, the activity should be stopped forthwith and return to the shore immediately.
 - c. The Guides shall strictly follow all local rules and regulations.
- iv. Emergency action plan briefing and demonstration: The operator shall formulate comprehensive EAP for every possible situation and get it approved from Dept. of Tourism. The EAP mock drill to be conducted annually in presence of TSET team.
- v. Documentation: The operator must maintain at the minimum of following documentation:
 - a. Details of all Guides including, copies of certifications, record of experience and feedback from clients
 - b. Copies of all Permits and all Permissions required for operations as applicable.
 - c. Copies of identification documents, Insurance cover and details of next of kin for all participants & guides.
 - d. The operator/ Guide shall maintain Logbook for trips with guest details, trip time in/out and guest feedback post trip shall be maintained.
 - e. Copy of SOP
 - f. Current list of emergency contact numbers

In addition to the above,

- i. The activity should be conducted only under conditions of calm nights and clear weather at designated places.
- ii. Kayaks must be visible at night through reflector strips and accompany Rescue/ safety boat sufficiently light with red/ green light for other boats and for the sight of rescue operators.
- iii. Establish visible reference points on both the sea and onshore.
- iv. Follow step mentioned in area of operation in Clause 6
- v. A Rescue-Boat on stand by at launch point and Rescue Kayak trailing along with the kayakers during night trips should be equipped with all life-saving gears. The rescue boat should be registered under the IV Act/ Rules and should also have night plying permission.
- vi. Even if the trip is conducted on a well-worn route, always share the trip plan before the launch with the Organiser/base-station hands, local Port Office, Coastal Police/Coast Guard as case may be, and if possible, with family or friends. It should be ensured that no deviation is permissible from the plan.
- vii. Guide shall ensure to keep the paddlers around him/her and to paddle as a group. Being in groups will be more visible to other boats on the water, as well as it helps each other out if something goes wrong.
- viii. Use a paddle-leash so that it makes easier to recover the paddle when fallen in the water

11. Specification of night Sea kayaks

- i. All kayaks used for the purpose of night-time kayaking must have fluorescent / reflector strips across their hull exterior above water, especially bow and stern, so that they are easily visible from a distance.
- ii. All kayaks must be procured from a reputed manufacturer of CE / ISO certification or any other international approved agency.
- iii. kayaks must have their hatch covers and drain clogs tightly fitted in place before starting on each tour.
- iv. All kayaks must have seats with back support for the guests and guide.
- v. For night time kayaking it is recommended that double-seater kayaks should be used for guests.
- vi. Maintain a kayak guide to guest ratio should be 1:4 (01 kayak guide for 04 guests) with a safety kayak as well.

12. Equipment &Gears:-

- i. Kayaks:- A manufacturer's certificate of origin with Manufacturer Quality Check (QC) certificate for new kayaks and safety check for 45-minute float test along with physical inspection carried out annually by safety auditor is sufficient for checking the integrity of the kayak.
- ii. The buoyancy aids type III Lifejacket (PFD) must be available in sufficient numbers and in different sizes so that it fits customers of all sizes and age groups .
- iii. Kayaks Should be of good quality make (ISI/IRS/ISO or any other international standard). It should be stable enough to withstand the foreseeable events, non-sinkable (in the event of swamping) and appropriate to the type of activity and user, entrap-free footrests.
- iv. Double-bladed paddle: Superior quality, appropriate to the type of kayak and activity, with adjustable length or of different length as per suitable for the guest and level of experience/skill level etc with paddle-leash.
- v. Communication device-Two-way hand held radio communication device (Walkie Talkies) and/or Mobile Phone (in water-proof case)
- vi. In addition to the above, following equipment are also required:
 - a. Whistle for each kayaker
 - b. Flares as required
 - c. Dry bag
 - d. Marine grade knife
 - e. Sufficient storage of drinking water
 - f. Sea worthy head-lamp for each guide
 - g. Reflective Personal Flotation Devices (life jackets)
 - h. Waterproof emergency bright light for guides along with fresh batteries
 - i. Illuminated flares as required with guides
 - j. Rescue cote or throw bag.
 - k. Paddle-leash
- vii. Personal Flotation Devices:
 - a. ISI/SOLAS/ISO/CE/any other international approved agency - Type-III Life-jacket (PFD); Different sizes and in sufficient quantity are mandatory for everyone – guests and guides.
 - b. In addition, the PFDs utilised for the purpose of night tours must have fluorescent reflector strips of thickness no less than 2 inches wide on top of/ stuck to / stitched to the shoulders, chest and upper back of the PFDs. These strips are not to emit any kind of light that will hamper the guest's experience. They must reflect light if shone on them.
 - c. All PFDs should be of correct sizes and well fitting.
 - d. Each of the PFDs must be equipped with working whistles, not to be used unless during emergency situations.
- viii. During Night Sea kayaking operation, a vehicle must be kept standby close to the Launch/Recovery point for transportation to attend emergencies

13. Rescue Vessel:

Accompaniment of a Safety/Rescue Kayak with all rescue equipment and gears.

13.1 Safety/Rescue Kayak: The operator / guide should provide adequate number of rescue kayaks and it must be available in the immediate vicinity (within visual distance) of operations for prompt rescue and equipped with the following:

- i. Duly certified and experienced Kayaking Guide
- ii. Marine First Aid kit (including splints, slings and ice pack)
- iii. VHF Walkie talkie
- iv. Signal Flairs
- v. Extra 05mtr tow rope
- vi. Marine Search Light

13.2 Rescue-boat: The entity shall ensure a duly equipped Rescue-boat for Night Sea Kayaking trips as per the stipulations a under:

- i. Minimum 5-seat capacity, preferably RIB or FRP hull, fitted with a 9.9 HP to 25 HP engine, depending on water-body/sea condition.
- ii. Boat deck to have space for stacking spine-board on deck, or suitably designed for this purpose.
- iii. Manned by an Operator certified in Power-boat Handling & Lifesaving Techniques by any other Govt. accredited agency.
- iv. 01 certified crew in Lifesaving Techniques (certified by NIWS/ RLSS(I) or any other Govt. accredited agency).
- v. Boat and its Operator and crew shall not be involved with any other activity while on rescue duty.
- vi. It shall be illegal to operate Night Sea Kayaking without the Rescue-kayak and should also have the Rescue boat on standby with full readiness.
- vii. The Rescue/ safety (with night plying permission) boat should be trailing the tour within visual range.
- viii. It must be equipped with throw rope, buoy, and a stretcher.
- ix. **Rescue Boat accessories and gears to be secured on-board:**
 - a. Marine First Aid kit (Including splints, slings and ice pack)
 - b. VHF Walkie talkie
 - c. Anchor-15 kg
 - d. Life Buey-01 no.
 - e. PFD's/ Life Jackets Type-III in different sizes
 - f. Rescue Tube-01 no.
 - g. Signal Flairs (Day & Night)
 - h. Provision for Ladder on the boat for rescue of falling guest
 - i. Extra 30 mtr rope of 14 mm diameter
 - j. Marine Search Light
 - k. Boat must have been fitted with bollards and cleats on Port & Starboard stern for towing of Kayak, when required.
 - l. Boat fitted with red/ green navigation boat light.

14. Code of Conduct: The entity shall ensure:

- i. **No Consumption of Alcohol/Other Substances:** The Guides and Guests participating in the trips/expeditions should not have consumed alcohol/illegal drugs/substances at least 12 hours prior to the activity. Such persons should not be allowed to the Join the trips.
- ii. **Indemnification:** All guests shall indemnify themselves to the effect of the risks involved, fitness to undertake the activity and their conduct including the prohibited prescribed substances in Proforma.
- iii. **Low-Impact Best Practices:** The kayak Guides and the Kayakers shall diligently follow a low-impact best practices and Leave No Trace Policy to ensure the health of the ecosystem.
- iv. **Communication protocols:** Kayakers are always together and remain strictly within easy vocal and visual communication range of the Guides, and that clear communication protocols are established with all clients prior to trip.

- v. **Stock register:** All Kayaks, equipment and gears shall bear proper numbering and to maintain a proper stock register for verification.

15. Emergency Action Plan (EAP):

An EAP for night kayak tours is essential to ensure safety and quick responses in case of emergencies. Below is a detailed breakdown of the EAP specifically tailored for night kayaking.

15.1 Capsize Panic:

To avoid this many measures need to be taken,

- Before tour commences brief the guests on how not to capsize and what to do in the event of a capsize.
- Calm the person in the water and reassure them that you are there for them.
- Other guides keep the group relaxed and make them feel safe. Bring them close to each other until the capsized kayaker is back in his/her kayak.
- Help the person back in their kayak quickly keeping an eye on his behaviour.
- Once on the kayak calm the person and find reason of capsize.
- Ask him/her if they would like to continue.

15.2 Minor or serious injuries:

This could range from a sprained ankle or minor cut, to broken bones or shock. For minor injuries,

- Identify the Area.
- Administer PRICER ie Protect the person from further harm, raise the injured area above the heart, ice if possible, if not proceed to compress the region without causing further harm, and rest until ready to recommence activity.

In case of a major injury:

- Identify the injury
- Administer PRICER
- Prepare for emergency evacuation by calling ambulance and evacuate guest.

15.3 Heart Attack/Brain Stroke:

If the person has fallen off their kayak and is showing inability of getting back into their kayak, and is showing symptoms of heart attack or brain stroke:

- Nearest guide must inform a second guide to mobilize rescue boat.
- Take help to keep the person calm, reassure them while in the water, turn the guest onto their back and take the guest in the rescue boat seat them at a 45 degree angle and take the guest to shore.
- End the tour. Keep remaining guests safe and request their co-operation.
- Once ashore or in safety boat loosen or remove PFD or any tight clothing.
- In unconscious or not breathing then place the guest in a horizontal position over a flat surface and commence CPR until the patient resuscitates or handed over to paramedics or doctor.
- Make sure to keep the emergency contact details as provided by the guest prior to the tour on hand and submit to paramedics.
- The second guide should mobilize emergency ambulance service and inform them of event and evacuation point.
- CPR continues in ambulance until doctor arrives.

15.4 Seizure:

If the guest has shown sign of seizure after or before capsizing from their kayak:

- The nearest guide must grab the guest and ensure their head is above the water at all times.
- Float the guest on his back and (getting the guest on kayak is impossible in seizure attack) wait until attack is normalized and get the guest on Rescue Boat.
- Call for rescue boat and wait until it arrives, kayaking with seizer guest is risky.
- The second guest on the same kayak must watch over and ensure the ill guest is safe and does not re-capsize while a guide tows the kayak to shore.
- Inform a second guide to call for emergency medical services and inform them of evacuation point.
- Guide must remain with the guest until ambulance arrives and handover emergency contact details with the guest to paramedics.

15.5 Missing Person:

Can happen despite best efforts. In such a scenario:

- The guide who has realized the problem must whistle one long blast to get the other guides' attention. Followed by two long blasts to indicate missing person.
- The other guides present must round up remaining guests and remain calm and slowly begin heading back.
- The guide on lookout should first backtrack on the tour to try to locate the missing paddler.
- If still not found should signal to another guide to call rescue boat, TSET team and marine police or fire department.
- Meanwhile the guide on lookout must start paddling downwind or down current.
- Remaining guests must be calmly escorted back to safe shoreline and end the tour.
- Give TSET team and Marine police information regarding last known whereabouts and emergency contact details.

15.6 Dangerous Animal Sighting:

From sharks to crocodiles, anything is possible at night and one must be prepared if such a sighting takes place:

- Bring the group close together without cause for panic.
- Do not inform the guests of the sighting until safe on land.
- The guides should lock and tow the weakest amongst the group. One guide must remain at the back to ensure everyone follows and keeps pace.
- Head to shore. End tour.
- No more tours in the area until threat no longer exists.

15.7 Potential Boat Collision:

If a larger boat is approaching a group of unassuming kayakers:

- Bring the group together immediately.
- While one guide must signal through whistles and shining torchlight to the boat the other guide must usher the group towards a shallow area or shoreline, whichever is closer.
- They must immediately paddle out of boat course/pathway.
- Remain in shallow area until boat has passed.
- Once safely passed, either immediately move away from the shallow area into deeper water or raft all kayaks in the group together, facing the direction of the wake of the boat as the wake of the boat could cause large breaking waves and reef/seabed exposure resulting in serious injury.

15.8 Sudden Weather Change:

This is always a possibility. In such a scenario where the group is suddenly caught in a gust or squall,

- Move everyone into sheltered areas like mangroves that cut off wind. Plan a route back than does not involve paddling into headwind nor beam. Call rescue boat if such a route is not possible.
- End the tour.

16. Safety audit of Kayaking Centre-

- i. Safety Audit of Kayaking Centre: The entity shall be subject to Safety Audit/Physical Inspection every year by NIWS/RLSS(I) or an agency recognized by DIPT.
- ii. Yearly Safety Audits must be carried out for all kayaks, paddles and lifejackets as well as storage centres, and condition of kayak embarkation and disembarkation points must also be inspected and reported on by a body employed by the Directorate of Tourism, A&N Islands.
- iii. Proof with photos of a boat-shed for proper storage of kayaks must be submitted.
- iv. Refresher course for guides must be carried out at the behest of Nodal department .
- v. Kayaks must not be piled up one on top of the other. They should be on proper stands.
- vi. If anyone from TSET or safety audit team gathers evidence of mishandling or poor storage of the kayaks where they are exposed to sun, saltwater and are left to wash up on rocks/reef the centre can be penalised amounting to cancelation of their registration and subsequent permission to operate Night Kayak Tours.
- vii. An updated Emergency Action Plan must be submitted.

- viii. Whether by road or water, a clear evacuation and emergency route to the nearest medical facility must be determined before commencing and submitted to Directorate of Tourism, A& N Islands as part of the Emergency action Plan.
- ix. Any incidents resulting in hospitalisation of guides or guests during the tour must be recorded and submitted during yearly safety audit.
- x. A Mock drill of night kayaking operation will be carried out every year by the safety audit agency.
- xi. Each kayak will be given a Specific Registration Number to be prominently displayed on the kayak at all times. The ensign will depend on the 'zone of navigation' the kayak is permitted to operate in.
- xii. Sea-worthiness certificate of Kayaks shall be obtained annually from a competent agency and before applying for registration/renewal.(Not applicable for Basic Zone)

17. Penalty Clauses

- i. Any operator who causes harm/injury/death to a tourists/general public/third party on account of their actions/irresponsible behavior /negligence or the craft being operated in unfit condition etc. shall be punishable as per the relevant Penal Law for time being in force.
- ii. During the pendency of trial, the license of the operator shall be suspended barring from operating any water sport activities.
- iii. In the event of any breach of terms and conditions herein contained by the operator or receipt of any complaint against the operator which upon due enquiry, if found to be valid, besides action as per law, the department may impose fines as follows:
 - a. Fine of Rs. 1000/- on first violation of complaint received and found correct.
 - b. Fine of Rs. 10000/- on second complaint/violation of terms and conditions laid down in the guidelines.
 - c. Suspension of operations for a period as deemed by Director (IP&T) in the event of a serious complaint or upon receipt of a third complaint, as deemed appropriate by the Directorate of IP&T.



अण्डमानतथानिकोबारप्रशासन

Andaman and Nicobar Administration

पर्यटननिदेशाल/ Directorate of Tourism

Tel.No.03192-230933

E-mail:awsctourism@gmail.com

Passport Size Photograph

**APPLICATION FORM FOR REGISTRATION/ RENEWAL TO OPERATE NIGHTKAYAKING
ACTIVITY (BASIC)**

1.	Name of the Kayak Centre	
	• Address of the Kayak Centre	
	• Village/ Tehsil	
	• District	
	• Pin Code No.	
	• Contact No. Landline/ Mobile	
	Email Address	
Website		

2.	Name of the Owner (s)	1	2	3	4
	• Sex				
	• Date of Birth				
	• Aadhar Card No.				
	• Nationality				
	• Passport details (for foreigners only)				
	Country Name				
	Passport No.				
	Visa Details				
	RAP details				
	Work permit				
	• Present Address				
	Landmark				
	Village/ City				
	Tehsil				
	District				
	State/UT				
	Pin Code No.				
	• Communication Address				
	Landmark				
	Village City				
	Tehsil				
	District				
	State/UT				
	Pin Code No.				
	• Contact No.				
	Landline /Fax / Mobile				
Email Address					
PAN Number (In India)					

3.	<ul style="list-style-type: none"> Whether the firm is a Proprietorship firm or Partnership firm 	Proprietorship firm <input type="checkbox"/> <i>(Put √ Mark)</i>	Partnership firm <input type="checkbox"/> <i>(Put √ Mark)</i>		
	<ul style="list-style-type: none"> Registration Details 				
4.	<ul style="list-style-type: none"> Details of Demand Draft for Registration /Renewal of Kayak Centre (the DD should be in favour of Sr. Accounts Officer, IP&T) 				
	Bank, Branch Name & IFSC Code				
	DD No. & Date				
	Registration Fee (Rs.10,000/-)				
5.	Renewal fee for registration				
	Renewal Fee (Rs.3000/- in case of Yearly Renewal)				
6.	Name and address and contact details of the Local Agent or local Representative in Andaman (in case of Main land based Entrepreneur / Operator) details should be furnished at Annexure-1				
7.	Details of Registration Certificate of Shop and Establishment (Wherever applicable)				
	Name of the establishment	Registration No.	date	Validity of Registration	Renewal Due
8.	Registration under EPF (Wherever applicable)				
	Name of the firm	Registration No. & Details			
9.	Registration under GST (Wherever applicable)				
	Name of the firm	Registration No. & Details			
10.	Income tax clearance certificate (Wherever applicable)				
	Name of the firm	For the year			
11.	Details of Insurance				
	Particulars		Registering Agency		Validity of Insurance
	<ul style="list-style-type: none"> Personal Accident Insurance Coverage for tourists –extent of at least Rs. 05 Lakhs per passenger 				
12.	Zone of Navigation- Basic (upto 2 nautical miles from any safe shoreline)				
	Equipments and accessories of Kayak		Old Kayak	New Kayak	Make
					Valid up to
	<ul style="list-style-type: none"> Manufactured under appropriate class &Type Approved – for design & manufacture) 				
	<ul style="list-style-type: none"> Details of Certification of Marine Architect – for strength, Buoyancy &ease of entry and exit from cockpit. 				
	<ul style="list-style-type: none"> Details of Buoyancy aids – type approved standards 				
	<ul style="list-style-type: none"> Name/Reg No. of Kayak 				
	<ul style="list-style-type: none"> Sizes 				
	<ul style="list-style-type: none"> Type of Kayak 				

	<ul style="list-style-type: none"> Hull Materials 				
	<ul style="list-style-type: none"> Dimensions 				
	<ul style="list-style-type: none"> Passenger Capacity 				
	<ul style="list-style-type: none"> Year of Manufacture 				
	<ul style="list-style-type: none"> Safety light sticks preferably green and red 				
	<ul style="list-style-type: none"> One Safety Kayak (with an experienced trained guide in rescue, first Aid & CPR) for ten tourists (maximum) must be present with the group from start to finish of the tour 				
	<ul style="list-style-type: none"> At least one VHF handset for communicating with port control 				
	<ul style="list-style-type: none"> If the operator/ centre have more than one kayak then the details should be furnished at Annexure-I (B) 				
13.	Details of Rescue boat((Minimum 15 HP- 40 HP engine along with the night plying permission) (registered with IV Act/Rules)				
	Name of the Rescue Boat	Registering Agency	Registration No	Validity of registration	Capacity (Crew+Pass)
	Insurance of Rescue Boat:				
	<ul style="list-style-type: none"> i. Hull& Machinery of Rescue Boat ii. Insurance coverage of passenger travelling by Rescue boat. 				
	Rescue Boat Operator details				
	Name of the Boat operator-	Power Boat Handling Certificate	Validity	Life saving technique certificate	Validity
	Name of the crew	GP Rating/ Life saving technique certificate (if any)		Certificate no.	
14.	Details of Operational Staff along with prescribed qualifications (The Guide should possess any of the qualifications from the following):-				
	Name of the Guide with Appointment details	(Put \checkmark Mark) on appropriate box			Desirable Qualification
i.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/>			a. Recognized by the Indian Kayaking and Canoeing Association
ii.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/>			

iii.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/>	<p>OR</p> <p>b. Holding a certification from NIWS</p> <p>OR</p> <p>c. Holding a certification from RLSS/YAI</p> <p>OR</p> <p>d. Certification from National Governing Body of Kayaking</p> <p>OR</p> <p>e. Should have the possession of proof of participation in National / Navy Regattas.</p> <p>OR</p> <p>f. Holding a certification issued by an equivalent body of another country.</p> <p><u>Essential :-</u></p> <p>g. First Aid & CPR</p> <p>h. Kayak Rescue Course</p> <p>i. Life Saving Techniques (WS)</p> <p>j. Minimum 06 months of experience in day kayaking instruction</p> <p>k. The Guide must be certified in the "Night Kayaking Guide Course".</p>	
iv.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/>		
v.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> j <input type="checkbox"/> k <input type="checkbox"/>		
vi.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> k <input type="checkbox"/>		
vii.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
viii.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
ix.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
x.		a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d <input type="checkbox"/> e <input type="checkbox"/> f <input type="checkbox"/> g <input type="checkbox"/> h <input type="checkbox"/> i <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
15.	Safety audited by (Put ✓/Mark)	YAI/RLSS <input type="checkbox"/>		NIWS, Gd <input type="checkbox"/>
16.	A Copy of Brief SOP (Standard Operating Procedures) and contingency			

17.	Rate Chart of Kayak Centre		
	Name of the activity	Details of activity	Rate per person

18. Details of Emergency Action Plan / Contingency Plan (Attached) : Yes No

19. Area of Operation with GPS co-ordinates& Maps

Area of Operation			
1.	Area of Operation designated by		
2.	Maps with relevant details		
3.	GPS Coordinates	Latitude	Longitude

Signature of Owner/operator of the Kayak Centre

Name and address _____

Contact / Tel. number _____

Date _____

Name of the Applicant / Firm-.....

Address-.....

Contact detail-.....

Area of Operation-.....

1.	Name and address and contact details of the Local Agent or local Representative in Andaman (in case of Main land based Entrepreneur / Operator)	
	Name of the Local Agent	
	Sex	
	Date of Birth	
	Aadhar Card No.	
	Nationality	
	Landmark	
	Village/City	
	Tehsil	
	District	
	State/UT	
	Pin Code No.	
2.	Address of the office in mainland – India	
	Name of the office	
	Name of the Owner	
	Sex	
	Date of Birth	
	Aadhar Card No.	
	Nationality	
	Landmark	
	Village/City	
	Tehsil	
	District	
	State/UT	
	Pin Code No.	
	Contact No.	
	Landline	
	Fax	
	Mobile	
	Email Address	
	Website, if any	

Annexure-I (B)

Name of the Applicant / Firm-.....

Address-.....

Contact detail-.....

Area of Operation-.....

Name / Reg. of Kayak-.....

SI No.	Equipments and accessories of Kayak	Old Kayak	New Kayak	Make	Valid up to
1.	Manufactured under appropriate class & Certification – for design & manufacture)				
2.	Details of Certification of Marine Architect – for strength, Buoyancy & ease of entry and exit from cockpit.				
3.	Details of Buoyancy aids – type approved standards				
4.	Sizes				
5.	Type of Kayak				
6.	Hull Materials				
7.	Dimensions				
8.	Passenger Capacity				
9.	Year of Manufacture				
10.	Safety light sticks preferably green and red				
11.	One Safety Kayak (with an experienced guide / instructor trained in rescue, first Aid & CPR) for ten tourists (maximum) must be present with the group from start to finish of the tour				
12.	At least one VHF handset for communicating with port control				

Signature of the Applicant

