



SURF LIFE SAVING
NEW SOUTH WALES

Surf Life Saving NSW

Gear & Equipment Inspection Manual

2015/16

June 2015

Purpose of the Gear & Equipment Inspection Program

To ensure clubs are compliant with Gear and Equipment requirements in readiness for the patrol season. Evaluate the NSW club assets and promote a high standard for Lifesaving Patrols state wide.

Gear & Equipment Inspection Process

As per Surf Life Saving requirements, **ALL** frontline lifesaving equipment is to be annually inspected prior to the commencement of the patrolling season to ensure:

1. Equipment is safe to use
2. Equipment is not damaged
3. Equipment is operationally fit to use for surf lifesaving purposes
4. Clubs meet the minimum patrol requirements for frontline lifesaving equipment
5. To ensure equipment is updated to meet revised specifications and requirements (where applicable)
6. Equipment being used by lifesavers is from the SLSA approved gear and equipment list
7. Correct and current information is updated in **SurfGuard**

The Gear and Equipment Inspection process should be carried out as follows:

1. Updated Gear and Equipment Information in SurfGuard

Clubs to update their gear and equipment in **SurfGuard**, in advance of an inspection. This should include deleting any sold or discarded equipment and adding any new equipment. This should be updated over the course of the season as equipment changes.

2. Branches Arrange Inspection Dates

Branches are to arrange dates for inspections with clubs. Inspections need to be run well in advance of **17th September 2015** to allow for all paperwork to be complete by this date.

3. Current Gear and Equipment Printouts

Branches print (2 Copies) of the pre-filled gear and equipment list from SurfGuard for each club (previously updated by the club) plus additional 'state' forms. The inspection team must have these on the day of inspection.

4. Branch Conducted Inspections

Branch appointed personnel 'Gear Inspectors' complete inspections. The Gear Inspector(s) are to provide the club with a copy of the completed inspection paper work (on the day or by post afterwards). All gear that passes inspection must be recorded and issued with a SLSNSW Gear Inspection Sticker (*Note: It is accepted that it is not practical to 'sticker' some items of equipment where the sticker would not adhere, i.e. rescue tubes, flags etc.*).

The only equipment that is not required to be entered/inspected includes:

- Administration Equipment
- Building and structures
- Club equipment (non-patrol related)
- Competition equipment
- Computers and electrical
- Patrol uniforms

5. Re-Inspections

Any Gear or Equipment that does not pass the inspection process must be immediately removed from service and have a Faulty Equipment sticker applied. Clubs shall repair/isolate or discard as necessary.

6. Annual Vessel Registration

Complete the attached Annual Vessel Registration Form and submit to Michael Tuck of SLSNSW by the 17th September 2015. An Interactive PDF version of the form can also be found on the SLSNSW Website:

<http://www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg>

7. Updating Inspection Information in SurfGuard

SurfGuard must be updated following the inspection (this may also be done on the day with the inspectors updating online). SLSNSW must be notified via email on the completion of the process – only then is the inspection process final. **This must be completed by 17 September 2015.** Any repaired equipment should be updated in SurfGuard once it has passed a re-inspection and had a sticker applied.

2015/16 Gear and Equipment Inspection Program Deadline: 17th September 2015

Please email Michael Tuck of SLSNSW when all Inspection requirements have been completed, identifying that all requirements have been completed by the **17th September 2015**. mtuck@surflifesaving.com.au

Updating Gear and Equipment, Inspection Information on SurfGuard

When All Gear & Equipment has been successfully inspected, Clubs are required to update the Inspection Status and Date of all Successfully Inspected Equipment in Surf Guard.

Please follow the steps below, identifying how to complete the required Gear and Equipment information updates on SurfGuard

Step 1: Managing Gear and Equipment.

- Organisational Management
- Gear and Equipment
- Manage Gear and Equipment

Type	Total	Options
Administration Equipment	0	Manage
Beach Vehicle (ATV)	3	Manage Print Checklist
Buildings and Structures	0	Manage
Club Equipment	0	Manage
Competition Equipment	0	Manage
Computer and Electrical	2	Manage
Defibrillator	0	Manage
First Aid Equipment	34	Manage Print Checklist
Fuel Cell	0	Manage
Inflatable Rescue Equipment	0	Manage
IRB	0	Manage
IRB Motor	5	Manage Print Checklist

Step 2: Updating Gear and Equipment Information

- Select Gear and Equipment
Click on individual Gear and Equipment Types and Items
- EDIT
Click on individual EDIT Tabs

Rescue Board

Name: Rescue Board - 1
 Board Make: Dolphin
 Board Type: Rescue Board (Fibreglass)
 BSEF Grant: []
 Current Gear Inspection Date: 16/09/2014
 Date of Purchase: 10/09/2014
 Equipment Insured by: []
 Equipment Insured for: \$ []
 Gear Inspection Notes/Comments: Brand New Good Condition
 Make/Model: Epoxy Full Length
 Manufacturer: Dolphin
 Manufacturer Serial No.: 1234
 Price on Purchase: \$ 1000.00
 Purchased From: Dolphin
 Successfully Completed Gear Inspection: []

Step 3: Updating Gear and Equipment - Inspection Information

- Update Gear and Equipment Inspection Date
Update to current Inspection Date.
- Successfully Completed Gear Inspection
Tick Check Box

Rescue Board

Name: * Rescue Board - 1
 Board Make: * Dolphin
 Board Type: * Rescue Board (Fibreglass)
 BSEF Grant: []
 Current Gear Inspection Date: 16/09/2014
 Date of Purchase: 10/09/2014
 Equipment Insured by: []
 Equipment Insured for: \$ []
 Gear Inspection Notes/Comments: Brand New Good Condition
 Make/Model: Epoxy Full Length
 Manufacturer: Dolphin
 Manufacturer Serial No.: 1234
 Price on Purchase: \$ 1000.00
 Purchased From: Dolphin
 Successfully Completed Gear Inspection:

Step 4: Save and Complete

- Update
Click on Update Tab, to Save

Rescue Board

Name: * Rescue Board - 1
 Board Make: * Dolphin
 Board Type: * Rescue Board (Fibreglass)
 BSEF Grant: []
 Current Gear Inspection Date: 16/09/2015
 Date of Purchase: 10/09/2014
 Equipment Insured by: []
 Equipment Insured for: \$ []
 Gear Inspection Notes/Comments: Brand New Good Condition
 Make/Model: Epoxy Full Length
 Manufacturer: Dolphin
 Manufacturer Serial No.: 1234
 Price on Purchase: \$ 1000.00
 Purchased From: Dolphin
 Successfully Completed Gear Inspection:

Specific Gear and Equipment Inspection Information

On the Day Inspection Guidelines

At least two club officials should be in attendance for the inspection (ideally Club Captain & Gear Steward/IRB Captain). The club needs to have ready for inspection, the items (as appropriate) listed on SurfGuard.

To assist the inspection team, all items for inspection should be laid out in an open area (e.g. a lawn or car park). The club should have equipment ready as per the following items:

- A. Kit items (e.g. first aid, oxygen kits) are spread out for inspection in an orderly manner
- B. The tent, patrol enclosures and patrol screens are available
- C. Rescue Boards and Tubes are laid out (not on racks)
- D. Motors will be run
- E. IRB's are to be inflated, with floorboards out, PFD's available
- F. Radios will have to be turned on and tested (simplex/repeater/channel plan)

Annual Registration of Vessels

The annual registration of 'current vessels' will continue to be a part of the Gear and Equipment Inspection process.

Annual Registration Form

An additional Annual Vessel Registration process has been implemented for the 2015/16 Season to allow SLSNSW to accurately assess and document all Surf Life Saving registered vessels operating in NSW, as the NSW Roads and Maritime Services require.

An Annual Registration form will be attached to this Inspection Program document, as an appendix. This form is to be completed and returned to SLSNSW with copies of the associated Vessels SurfGuard Documents, by the Inspection program deadline **17th September 2015**.

Note: All current vessel registration forms and procedures are to be followed as per usual.

Equipment Grading

All items will be graded and if passed, SLSNSW Gear Inspection Stickers will be issued by the Gear Inspector.

P = Pass	Suitable to use for patrol activities
F = Fair	Item requires maintenance before use (Re-inspection Sticker and isolated until repaired)
R = Re-inspect	Major repairs required or was not ready for inspection (Re-inspection Sticker and isolated until repaired)
D = Discard	Item is beyond repair – discard and <u>never use again</u> (label and isolate until discarded)

N.B

- Refer to individual SLSA policies and specifications for further equipment information - www.sls.com.au
- These inspection requirements are for patrol equipment only (safety and operational inspections). The items may be required to meet further competition scrutineering requirements for surf sports purposes.
- Surf Life Saving Gear and Equipment Inspections do not replace an authorised RMS inspection and registration excluding maritime exempt equipment (IRB and RWC)

SLSNSW Gear & Equipment Inspection Stickers

- 2015-16 **inspection/ re-inspection (Faulty Equipment)** stickers will be issued to Branches.
- Apply to a clean, dry area of the equipment, to ensure the sticker lasts.
- Apply sticker in visible position where minimal wear will occur on the sticker for that equipment.
- Inspectors need to mark the sticker with their signature once the gear has passed.
- Only equipment inspected and passed and updated on **SurfGuard** can be used on patrol.
- Any Branch requiring additional stickers should contact their branch followed by SLSNSW.

Other References:

- Surf Life Saving NSW Standard Operating Procedures (SOP's)
- SLSNSW 2014-15 Compliancy Circular (pending) www.surflifesaving.com.au
- SLSA Equipment Policies www.sls.com.au



Surf Life Saving NSW Annual Vessel Registration Form 2015/16

Please complete the following Annual Vessel Registration Form as part of the Annual Lifesaving Gear and Equipment Inspection Program. This form acts as an Annual certification process for all Surf Life Saving SR Registered Vessels operating in NSW.

An Interactive PDF version of this form can also be found on the SLSNSW Website:
<http://www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg>

This completed form with attached SurfGuard Vessel documents must be emailed to; Michael Tuck, Surf Life Saving NSW mtuck@surflifesaving.com.au before the **17th of September 2015** as a requirement of the 2015/16 Lifesaving Gear and Equipment Inspection Program.

Please ensure **ALL** Vessels owned and operated by your Club or Service are detailed below.

Club Details:	
Branch:	Surf Club/ Service:
Club Representative Details:	
First Name:	Last Name:
Contact Number:	
Email:	

Vessel Details	
Vessel 1	SurfGuard Name:
	Vessel Type (IRB,RWC):
	Make:
	Model:
	Year:
	HIN:
	SR Number:
Vessel 2	SurfGuard Name:
	Vessel Type (IRB,RWC):
	Make:
	Model:
	Year:
	HIN:
	SR Number:

Vessel 3	SurfGuard Name:
	Vessel Type (IRB,RWC):
	Make:
	Model:
	Year:
	HIN:
	SR Number:
Vessel 4	SurfGuard Name:
	Vessel Type (IRB,RWC):
	Make:
	Model:
	Year:
	HIN:
	SR Number:

➤ **Where more than 4 vessels need to be documented, please complete multiple forms and submit as a single document**

NSW Maritime and SLSNSW

The registration of this Vessel is for “strictly SLSNSW activities” and does not register a vessel for any other type of activity. Registrations of a Vessel are valid for 12 months.

By registering a vessel using this form, all signatored parties agree to meet the Water Traffic Regulations – NSW under section 38(4A) of the Maritime Service Act 1935. Under this Act an Exemption Order has been issued by the Chief Executive of NSW Maritime.

SLS Identification Number

Each vessel shall display its registration number on both its port and starboard forward gunwales. The registration numbers shall be affixed in block letters at least 150mm in height [minimum of 100mm for Rescue Water Craft (RWC)] in either black or contrasting in colour with the hull or background.

Applicant Declaration

I hereby declare that I am authorised to act as the registered controller of this vessel on behalf of all/any interested parties and that the information supplied is true and correct. I understand that if any details are found to be incorrect this registration may be cancelled without notification.

Date: / /

Club Representative Signature:

Authorised Branch Inspector Signature:

Annual Vessel Registration Certification

When Surf Life Saving NSW has received, reviewed and approved the above vessel registration details, an Annual Registration Certificate will be created and distributed to the above representative email address.

NOTE: All current registration processes and procedures continue to apply.