



# Surf Life Saving Australia - Circular

August 2008

## Gear Inspection Requirements

<b>Document id</b> 9/08-09	<b>Audience</b> State Centres, Branches, Club Captains, Gear Stewards, First Aid Officers, Radio Officers, IRB Captains, Administration Officers (This circular is not valid for QLD Surfmate users.)
<b>Department</b> Lifesaving	

### Summary

This circular outlines changes to the annual gear inspection process with the introduction this year of pre-filled inspection forms. Effective from the beginning of the 2008-09 season, all clubs partaking in the annual Gear Inspection are required to use the electronic gear inspection forms from Surfguard.

### From:

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### Background

Last year the National Board of Lifesaving (NBOL) adopted the use of standardised gear inspection forms; these forms were paper based and available on the SLSA website.

It was requested that, once complete, the data from these forms be entered into the gear and equipment section of Surfguard. (See Circular 12 07/08)

Over the last 12 months the NBOL has moved to create electronic forms in Surfguard so that items entered into Surfguard will be prefilled into the inspection forms. This allows the gear inspector to validate the lifesaving asset register and reduces the manual recording process.

### Gear Inspection Process

#### Step One

Clubs should ensure that equipment items required to be entered into Surfguard have been entered (See table below)

Ensure that fields in each gear item with a red \* are filled in. These items are the minimum data set for each gear item (eg Name, make, model, serial number). You will see the red \* while in the gear item "new" or "edit" screen.

**Tip** – if you have not yet entered your lifesaving equipment into Surfguard, you will need do a stock take leading up to your gear inspection to record details about each gear item. Items such as rescue tubes should be numbered with a thick black permanent marker.



Gear items required to be entered into Surfguard are indicated by a “Yes” in the below table. Please note that this is the national minimum requirement and that some states require further information.

Table 1 – Surfguard Gear Set

<u>Gear item</u>	<u>National Gear Form</u>
Administration Equipment	No
Beach Vehicle (ATV)	Yes
Beach Vehicle (Mobile)	Yes
Buildings and Structures	No
Club Equipment	Yes
Competition Equipment	No
Computer and Electrical	No
Defibrillator	Yes
First Aid Equipment	No – not currently in Surfguard but States have own lists
IRB	Yes
IRB Motor	Yes
Manikin	Yes
Oxygen Resuscitator	Yes
Patrol Equipment (Misc)	Yes – standard list will be added shortly as a blank template rather than a pre filled form
Patrol Uniforms	No
Radio	Yes
Rescue Board/Boogie Board	Yes
Rescue Tube	Yes
RWC	No – List under development
Shark/Major Haemorrhage Kit	No
Spinal Neck Collars	Yes
Trailer	Yes

### Step Two

Once you have the mandatory fields filled in for each of the above items you are ready to go. You can either print individual sheets or print all sheets at once while in the Manage (or “View”) Gear and Equipment page.

### Step Three

On gear inspection day you should have printed the pre filled inspection checklist form for each of the items required in Table 1 (above).

### Step Four

Once the gear inspection is complete you should update your gear profile in Surfguard with any gear items that were not previously recorded in Surfguard.

There are fields to indicate that an item has been inspected by checking the “gear inspection completed” box under each item. You can also add the name of the gear inspector and any comments on the gear items. There is no national requirement to do this however some States/Branches may request that this is completed as part of the inspection process.



Some gear inspection panels may choose to be online at the time of inspection and enter gear items as complete while they conduct the inspection.

## **Action Required**

### States / Branches

- 1) Distribute new gear inspection procedures to gear inspection panels.
- 2) Ensure that all clubs have completed the gear inspection prior to the start of patrols (or as per state requirements).
- 3) Provide clubs and services with additional inspection process (timing, note any additional items to be inspected, process, post inspection follow up or additional data entry etc)

### Inspection Panels

- 1) Conduct the annual gear inspection as per normal practice but by using pre-filled forms printed by the club. Take along spare copies of forms if required
- 2) Provide each club with a copy of the completed inspection paperwork (on the day or by post afterwards)
- 3) Provide each club with any further additional paperwork (e.g. re-inspected items).
- 4) Consider using online resource on the day of the inspection to record inspector name and details of inspection live into the clubs gear profile

### Clubs / Groups

- 1) If you did not enter your gear into Surfguard from last year's inspection and do not have your gear in Surfguard – enter or update it now
- 2) Print off your forms for your inspection process.

## **Further Information**

See the Q&A section below.

See also Circular 07- 08/09 on Surfguard – Introduction to the 08/09 Season

Questions regarding actual inspection requirements (including state specific criteria) should be directed to your Branch or State Director of Lifesaving, or District Lifesaving Supervisor.

For enquiries about gear & equipment templates or processes, please contact SLSA's National Lifesaving Co-ordinator, Matthew Thompson on (02) 9300 4000 or by e-mail at [mthompson@slsa.asn.au](mailto:mthompson@slsa.asn.au)



## Questions and Answers

### Why do we need gear and equipment in Surfguard

A national approach to gear inspections and data capture will see several important benefits at all levels of the organisation:

- All clubs being inspected to the same criteria.
- Improved efficiency for the gear & equipment inspection process.
- The ability to produce a club, state and national 'snapshot' of gear & equipment, as well as a variety of reports and statistics.
- Better logistic information available for emergency planning / event management.
- Improved record keeping for club assets.
- Eventual phase out of duplicated gear & equipment reporting, such as the 'Annual Summary Return'.

### What inspection forms are not in Surfguard?

There is currently no endorsed national first aid inspection form as each states requirements on first aid kits differ. You should use your local inspection form for this gear item.

SLSA does not have inspection forms for:

- Computer and electrical equipment
- Patrol Uniforms
- Administration equipment
- Building and structures
- Competition equipment

### What if I don't already have my equipment entered into Surfguard?

If you did not enter your gear into Surfguard following last year's inspection and do not have your gear in Surfguard you need to update it now. You can do this by referring to the national gear inspection form from last year or by conducting an audit of equipment prior to gear inspection this year. The inspection forms have the minimum required gear data list at the top of each inspection form.

### Do I have to enter all equipment into Surfguard?

Not all gear & equipment items are required to be registered in Surfguard; however clubs are encouraged to enter as much information as available for each major asset, not just the essential information requested for lifesaving equipment. This will assist you in keeping track of assets and may be used for lost or stolen equipment etc.

### Why don't I see a "print checklist" button next to my gear item?

If you do not have equipment listed under a gear item you will not see the "print checklist" button

### What do I do if an item is listed on the checklist but is no longer owned by the club?

You should cross the item out and note that it had been sold or lost etc. It should then be deleted from Surfguard



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**What do I do if the club has additional items of gear that are not included on the inspection list?**

You should add the item to a spare column on the checklist or on a new page. The club should then add the item into Surfguard

**What do I do if you want a change to the gear checklist?**

The checklists have been created and endorsed by the National Board of Lifesaving made up of each state Director of Lifesaving. You should write to your state Director or Manager if you have a suggestion relating to changing gear criteria located on the form. Please also copy in Matt Thompson at SLSA [mthompson@slsa.asn.au](mailto:mthompson@slsa.asn.au) Feedback is always appreciated as part of the continual improvement process.