



Surf Life Saving Australia – Circular

August 2009

Gear Inspection Requirements

Document id 12/09-10	Audience State Centres, Branches, Club Captains, Gear Stewards, IRB Captains, First Aid Officers, Radio Officers. (This circular is not valid for SurfMate users)
Department Lifesaving	

Summary

This circular outlines the lifesaving gear inspection process for the 2009/2010 patrolling season.

Clubs and services should take action where noted.

At the beginning of each patrolling season, lifesaving gear and equipment of all clubs and services is to undergo an annual inspection.

This inspection ensures that all frontline lifesaving equipment is in good condition, working and is safe for members to use.

Gear Inspection Process

Step One:

- Clubs and services must ensure that all frontline lifesaving equipment is registered on SurfGuard. It is recommended that clubs complete a stock take of all gear and equipment, enter any new items that have been recently acquired and delete any equipment that has been lost or sold.
- Once logged into SurfGuard go to the 'Organisational Management' tab, then 'Manage Gear and Equipment'.
- Click on the 'Manage' tab for each item to add new details or to edit.
- Ensure that each field marked with a red asterisk (*) has been completed. These fields are the minimum required data set for each item of equipment.
- The only equipment that is not required to be entered/inspected includes:
 - Administration Equipment
 - Building and structures
 - Club equipment
 - Competition equipment
 - Computers and electrical
 - Patrol uniforms
 - Shark/Major Hemorrhage Kit
- Gear inspection checklists will appear next to each item entered into SurfGuard. These lists are set by the National Board of Lifesaving with the exception of first aid kits and general patrol equipment; these lists are determined by State Centres.



Step Two:

- Once all equipment information has been added, forms can be printed. You can print one form at a time or all forms together while on the 'Manage or View Gear and Equipment' page.

Step Three:

- On the designated gear inspection day, bring the pre-filled gear inspection form for each item to be inspected.
- Gear will be inspected against the criteria on the checklists.
- Only approved gear will be permitted for use in lifesaving patrols.
- Gear Inspectors will provide each club with a copy of the completed inspection paperwork (on the day or afterwards by post)

Step Four:

- Once gear inspection is complete, you should update your gear profile in SurfGuard 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.

Questions regarding inspection dates, times, inspectors and 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 Lifesaving Development Coordinator, Bree Corbett on (02) 9300 4000 or by e-mail at bcorbett@slsa.asn.au.