

# Circular 3461

Released July 2016



## 2016-17 SLSNSW Annual Gear & Equipment Inspections Program

**Attention:** Branch Presidents, Directors, CEO's and Support Staff  
Surf Club Management Committees, Staff and Members

**Date:** 22 July 2016

**Contact:** Michael Tuck, NSW Lifesaving Officer  
02 9471 8000  
[mtuck@surflifesaving.com.au](mailto:mtuck@surflifesaving.com.au)

<b>Summary</b>	This circular aims to outline the requirements, processes and updates of the 2016-17 SLSNSW Annual Gear & Equipment Inspections Program.
<b>Objective</b>	To facilitate an annual gear & equipment compliance program that ensures Clubs are capable of meeting minimum equipment requirements as per Lifesaving Service Agreements in readiness for the approaching 2016-17 patrol season.
<b>SOP Reference</b>	LS4.8 Gear & Equipment Inspections (SOP V.4)
<b>Compliance Requirement</b>	SLSNSW Annual Compliance Requirements 2016-17, Item 3: Gear & Equipment Inspection
<b>Action</b>	Clubs and Branches are required to complete the SLSNSW Annual Gear & Equipment Inspection Program requirements and notify SLSNSW by <b>5:00pm Thursday 15<sup>th</sup> September 2016</b> via the SLSNSW online compliance requirements checklist facility.
<b>Important Notes</b>	A SurfGuard enhancement has been implemented which ensures compulsory condition grading of gear & equipment items when updating item details in SurfGuard.
<b>Reference Documents</b>	<ul style="list-style-type: none"><li>SLSNSW Standard Operating Procedures (SOP's) <a href="http://www.surflifesaving.com.au">www.surflifesaving.com.au</a></li><li>SLSNSW 2016-17 Compliancy Circular (pending release) <a href="http://www.surflifesaving.com.au">www.surflifesaving.com.au</a></li><li>SLSA Equipment Policies and Specifications (member access) <a href="http://www.portal.sls.com.au">www.portal.sls.com.au</a></li><li>Safe Work Australia (First Aid Requirements) <a href="http://www.safeworkaustralia.gov.au">www.safeworkaustralia.gov.au</a></li></ul>

### Purpose of the Annual Gear & Equipment Inspections Program

The Annual Gear & Equipment Inspections program ensures all clubs and services are compliant with minimum gear and equipment requirements prior to each patrol season in line with Clubs Lifesaving Service Agreements. The Inspections program promotes a high standard of lifesaving gear & equipment by ensuring all equipment is fit for use and up to standard for the lifesaving services we provide. The inspections program also promotes the accurate recording of gear & equipment details in SurfGuard providing current information to support funding applications and equipment turnover programs.

### Facilitating Inspection Days

Gear & Equipment Inspections are facilitated by Branches and Branch appointed Inspectors. As each Branch coordinates the Inspection program differently, Branches will advise associated Clubs of all Branch specific; inspection requirements, processes and inspection dates.

### SurfGuard Enhancement (Equipment Condition Grading)

SLSA have implemented a SurfGuard enhancement to improve data recording and grading of all frontline gear & equipment fleets. The enhancement requires compulsory condition grading of gear & equipment items, which provides; Clubs, Branches, State and National lifesaving bodies the ability to assess the condition of various gear & equipment fleets. This information can be used to identify gear & equipment target areas for focusing grant and funding programs.

Gear & equipment must now be conditionally graded as one of the following condition terms:

- **Excellent, Good or Replacement Required**

## The Inspection Process

As per Surf Life Saving NSW Standard Operating Procedures LS4.8 (SOP V.4) **ALL** frontline lifesaving equipment must be annually inspected prior to the commencement of each patrolling season to ensure:

- Gear & equipment is safe to use
- Gear & equipment is not damaged or faulty
- Gear & equipment is operationally fit to use for Surf Life Saving purposes
- Clubs and services meet the minimum patrol equipment requirements as outlined in the SLSNSW SOP's
- Gear & equipment repairs, maintenance and upgrade requirements are identified
- New gear & equipment SOP's, Specifications and Policy update requirements have been implemented
- Correct and current information is updated on **SurfGuard**
- All gear & equipment is SLSA endorsed

Process	Tasks	Responsibilities
1	Branch allocated inspection dates (communicated to Clubs)	Branches
2	Clubs conduct pre-inspections on all gear & equipment	Clubs
3	Clubs update gear & equipment information on SurfGuard	Clubs
4	Gear & equipment checklists prepared and printed	Branches & Clubs
5	Branch facilitated inspections conducted	Branches & Clubs
6	Branch facilitated re-inspections conducted	Branches & Clubs
7	Update gear & equipment inspection information on SurfGuard	Branches & Clubs
8	Notify SLSNSW of completed Inspection process by: <b>5:00pm Thursday 15<sup>th</sup> September 2016</b> - via the SLSNSW online compliance requirements checklist facility	Branches & Clubs

### 1. Branches allocated inspection dates

Branches arrange inspection dates with clubs, ensuring clubs have ample time to prepare for inspections. All Inspections should be conducted well in advance of the season to ensure there is sufficient time to re-inspect any pending equipment and complete all administration requirements by the due date.

### 2. Clubs conduct pre-inspections on all gear & equipment

Clubs should conduct pre-inspections on all gear & equipment to ensure that any maintenance or repairs can be conducted prior to the inspection dates.

### 3. Updated gear & equipment information in SurfGuard

Clubs are required to update all gear and equipment information in **SurfGuard** prior to the designated Branch inspection dates to ensure checklists are accurate for inspections. This includes updating conditions of all equipment, deleting sold or discarded equipment and additions of any new equipment.

### 4. Gear & equipment checklists

Clubs must inform Branches when all gear & equipment information has been updated on SurfGuard by the due date advised by Branches. Two copies (Branch and Club copy) of each Clubs updated gear and equipment SurfGuard lists will be required on the Inspection day.

An SLSNSW minimum patrol equipment checklist has been included on the last page of this circular, identifying the minimum gear & equipment requirements for all NSW Clubs. This minimum patrolling equipment list should be utilised by Clubs and Branch Inspectors throughout the Inspection process to ensure Clubs have sufficient gear & equipment to meet Lifesaving Service Agreement (LSA) requirements.

### 5. Branch facilitated inspections

Clubs are required to have all gear & equipment ready for inspection prior to Branch Inspectors attending Clubs for Inspections. Gear & equipment should be easily accessible and displayed in an ordered manor. Branch Inspectors will conduct inspections of all frontline patrolling gear & equipment and grade all items appropriately. When the inspection has been completed, Branch Inspectors will provide a copy of the inspection report to club representatives outlining any issues identified with gear & equipment and any items that may require re-inspection.

**Please note: The following gear & equipment is exempt from general inspection requirements**

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

**6. Re-inspections**

Gear or equipment that does not pass the initial inspection process must be immediately removed from service and have a “Re-Inspection Required” sticker applied. Clubs may repair or discard the item as necessary and can present the item for re-inspection at a secondary inspection date arranged with the Branch.

**7. Updating inspection information in SurfGuard**

When the inspection process is complete, all successfully passed gear & equipment item details must be updated in SurfGuard ensuring the items inspection date is updated to the current season.

**8. Notifying SLSNSW of completed Inspections Process**

When all inspection requirements have been completed, Clubs and Branches are required to notify SLSNSW by **5:00pm Thursday 15<sup>th</sup> September 2016** via the online compliance checklist facility on the SLSNSW website.

*- Via the SLSNSW online compliance requirements checklist facility.*

**Inspection Day Particulars**

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, all items (as appropriate) listed on the SurfGuard equipment checklists.

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, AED’s) are spread out for inspection in an orderly manner
- B. The patrol tent/enclosures and patrol screens are available
- C. Rescue boards and tubes are laid out (not on racks)
- D. Preparation for motors to be run
- E. IRB’s are to be inflated, with floorboards out and PFD’s available
- F. Radio servicing and programming reports are to be provided for branch inspectors. Where required radios may be turned on and tested for: simplex/repeater channels and ANI codes.
- G. ATV/ Vehicle ready for testing with key (battery checked)
- H. Additional signage, documents and patrolling accessories should be easily accessible

**Equipment Grading**

All frontline patrolling gear & equipment will be inspected and graded by a Branch Inspectors in accordance with Standard Operating Procedures, Policies and Specifications. All items will be passed or failed for patrol use and have the associated sticker applied by a Branch Inspector. **SurfGuard** conditional grading terminology has been updated by SLSA to; **Excellent, Good** and **Replacement Required**. One of these grading terms must now be associated to items as a compulsory (\*) category when updating gear & equipment item details in SurfGuard.

The following equipment condition grading definitions of each term should be adopted:

<b>Excellent</b>	PASS	Suitable to use for patrol activities (no repairs required)
<b>Good</b>	PASS or FAIL	Suitable to use for patrol activities, Item may require repairs and re-inspection. Where re-inspection is required, isolate item from service until the item has passed a re-inspection.
<b>Replacement Required</b>	FAIL	Item is beyond repair (isolate and discard item)

- All Branch Inspectors shall adopt the new condition grading system to ensure SurfGuard information is accurate
- For further references to gear & equipment specifications, standards and policies refer to Individual SLSA references - [www.sls.com.au](http://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 vessels exempt from RMS Registration requirements (IRB/RWC) must pass the Annual Gear & Equipment Inspection Program as part of the annual vessel re-registration process.

## Inspection Stickers

All gear & equipment inspected will be allocated an appropriate inspection sticker by a Branch Inspector dependent on the assessed conditions of items.

- 2016-17 **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 which has passed inspection and has been updated on **SurfGuard** can be used on patrol.
- Any Branch Inspector requiring additional stickers should contact their Branch followed by SLSNSW.

*\*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.*



### Gear & Equipment Inspection Sticker (PASSED)

Successfully passed inspection and approved for patrol use:

- o SurfGuard information is correct
- o Passed inspection
- o Inspector name/initials/number
- o Inspector signature



### Faulty Equipment Re-Inspection Sticker

Equipment to be disposed or repaired and re-inspected:

- o Inspector signature/initials

## First Aid/Medical Rooms

As per SLSNSW Standard Operating Procedures (SOP) and Safe Work Australia guidelines, all work places (including Clubs) must have a designated first aid room/area available with sufficient medical supplies for medical treatment of the general public and our Members. The location and size of the room should allow easy access and movement of injured people who may need to be supported or moved by stretcher or wheelchair.

First Aid Rooms should (where applicable) adhere to the following guidelines:

- o Be located within easy access to a sink with hot and cold water (where this is not provided in the room) and toilet facilities.
- o Offer privacy via screening or a door.
- o Be easily accessible to emergency services (minimum door width of 1 metre for stretcher access).
- o Be well lit and ventilated.
- o Have an appropriate floor area (14 square metres as a guide).
- o Have an entrance that is clearly marked with first aid signage.

To reference the specific equipment requirements of a first aid room, refer to the "SLSNSW SOP (V.4) LS6.5 First Aid Equipment" and the Safe Work Australia Website [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)

## SLSNSW Minimum Patrolling Equipment Requirements

### Surf Life Saving New South Wales

3 Narabang Way Belrose | PO Box 307 Belrose NSW 2085 Australia  
 T +61 2 9471 8000 F +61 2 9471 8001 E [experts@surflifesaving.com.au](mailto:experts@surflifesaving.com.au)  
 Fundraising Authority No. CFN11033 ABN: 93 827 748 379  
[www.surflifesaving.com.au](http://www.surflifesaving.com.au)

At a minimum, Clubs are required to have all equipment listed below inspected and approved for patrolling to meet Club Lifesaving Service Agreement requirements for the 2016-17 Season:

<b>SLSNSW MINIMUM PATROLLING EQUIPMENT CHECKLIST</b>	
<b>Primary Patrolling Equipment</b>	<b>SLSNSW SOP (V.4) References</b>
2 x RED and YELLOW feathered patrol flags ( <i>support bases optional</i> )	LS6.3 WATER SAFTEY FLAGS
2 x BLACK and WHITE chequered flags ( <i>support bases optional</i> ) Including: affixed "Surf Craft Prohibited" signage	LS6.3 WATER SAFTEY FLAGS
1 x Inflatable Rescue Boat (IRB) Including: 25HP outboard motor, fuel bladder and accessories	
2 x Level 50 SLSA approved lifejackets ( <i>PFD</i> )	
3x handheld radios in waterproof bags (Patrol Captain, Patrol Vice-Captain and IRB Driver)	LS7.2 RADIO SPECIFCATIONS
1 x All-Terrain Vehicle (ATV) or Vehicle ( <i>where applicable</i> )	LS62.2 ALL-TERRAIN VEHICLES (ATV)
1 x patrol shelter or tent Including: sufficient tie downs/ anchors	
1 x pair of binoculars	
2 x rescue boards	
3 x rescue tubes	
1 x defibrillator ( <i>AED</i> )	LS6.7 AUTOMATIC EXTERNAL DEFIBRILLATORS
1 x oxygen resuscitator kit	LS6.6 OXYGEN RESUSCITATION EQUIPMENT
1 x first aid kit ( <i>including sharps container</i> )	LS6.5 FIRST AID EQUIPMENT
1 x spinal board	
1 x whistle	
1 x pair swim fins	
1 x First aid bum bags Including: gloves, pen, notepad, resuscitation mask, triangular bandage, procedure guide flip book.	
1 x pair of signal flags	LS6.4 WATER SAFTEY FLAGS
1 x loud hailer/ PA system	
1 x emergency evacuation alarm ( <i>loud hailer applicable</i> )	LS9.1 EMERGENCY BEACH CLOSURE
2 x signal flags ( <i>orange with blue stripe</i> )	LS6.3 WATER SAFTEY FLAGS
1 x emergency evacuation flag ( <i>red and white chequered</i> )	LS6.3 WATER SAFTEY FLAGS
access to sunblock/ sun cream (min: SPF 30+)	
<b>Primary Patrolling Signage (<i>available</i>)</b>	
2 x "Rescue Craft Access Area" mobile signs ( <i>IRB/RWC operating zone</i> )	LS6.3 WATER SAFTEY SIGNAGE
2 x "Swimming Not Advised" mobile signs	LS6.3 WATER SAFTEY SIGNAGE
2 x "Beach closed" mobile signs	LS6.3 WATER SAFTEY SIGNAGE
1 x "Blue Bottle" mobile sign	LS6.3 WATER SAFTEY SIGNAGE
1 x "Rip Current" mobile sign	LS6.3 WATER SAFTEY SIGNAGE
<b>Primary Patrolling Resources (<i>access to</i>)</b>	
SLSNSW Standard Operating Procedures ( <i>e-copy available</i> )	
Patrol Operations Manual ( <i>e-copy available</i> )	LS4.9 PATROL OPERATIONS MANUALS
Patrol Captain's Procedure Guide flip book ( <i>e-copy available</i> )	
Patrol Log Book	LS3.1 INFORMATION MANAGEMENT/ SURFGUARD
Incident Log Book	LS3.1 INFORMATION MANAGEMENT/ SURFGUARD
IRB Log Book	LS3.1 INFORMATION MANAGEMENT/ SURFGUARD