



Circular 3607

Released August 2019

2019/20 SLSNSW Annual Gear & Equipment Inspections Program

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

Actioned by: CEO’s and Support Staff, Surf Club Management Committees, Staff and Members

Date: 2nd August 2019

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Summary	This Circular aims to outline the requirements, processes and updates of the 2019/20 SLSNSW Annual Gear & Equipment Inspections Program.
Key Strategic Goal	To facilitate an annual gear & equipment compliance program that ensures Clubs are capable of meeting minimum equipment requirements as per SOP’s and Lifesaving Service Agreements in readiness for the approaching 2018/19 patrol season.
Strategic Plan	5.2.6 - Leverage technology to improve the member experience by exploring efficiencies in administrative processes and surf sport event delivery.
Action	Action Clubs and Branches are required to complete the SLSNSW Annual Gear & Equipment Inspection Program requirements and notify SLSNSW by 5:00pm Thursday 19 th September 2019 via the SLSNSW online compliance requirements checklist facility.

Purpose of the Annual Gear & Equipment Inspections Program

The Annual Gear & Equipment Inspections program ensures all Surf Life Saving patrols have sufficient equipment to meet Lifesaving Service Agreement requirements. 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. Furthermore, it promotes the management, maintenance and quality of all patrolling gear and equipment, creating a safer working environment for members and enhanced rescue capabilities.

As per Surf Life Saving NSW Standard Operating Procedures LS3.8 (SOP V.5) **ALL** frontline lifesaving equipment must be annually inspected prior to the commencement of each patrolling season to ensure:

- Gear & equipment is operationally fit to use for Surf Life Saving purposes and is not damaged or faulty
- 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

Please note, these inspection requirements are for patrol equipment only (safety and operational inspections). Some items may be required to meet further competition scrutineering requirements for surf sports purposes.

The Inspection Process

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: 5:00pm Thursday 19th September 2019 - 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.

Clubs update 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. To do this please go to the **“Manage Gear & Equipment”** SurfGuard page:

The image shows a screenshot of the SurfGuard web application. At the top left is the SurfGuard logo. Below it is a navigation bar with several menu items: Summary, Members, Education, Organisational Management (highlighted), Patrols, Messages, Maintenance, and Reports. A dropdown menu is open under 'Organisational Management', listing: Organisational Details, Committees, Officers, Gear & Equipment (highlighted with a red double arrow), Registration Season End Settings, and Mailing Groups. To the right of the dropdown, the main content area is titled 'View Gear & Equipment @ Surf Life Saving NSW'. Below the title, there is a checkbox for 'Add blank columns when printing checklist(s)'. Below that, there are two buttons: 'Manage Gear & Equipment' (highlighted with a red double arrow) and 'View Patrol Equipment Checklist'. At the bottom of the page, there is a table header with columns for 'Type', 'Total', and 'Options'.

As per the SurfGuard “Manage Gear and Equipment” page and the SLSNSW SOP’s (LS3.3) the **minimum equipment that must be updated in SurfGuard** include:

Equipment Name	Minimum equipment quantity in SurfGuard	SLSNSW Recommended Equipment Turnover
Defibrillator	1	Case: - Broken/damaged case (including structural damage) Pads: - As per expiry dates
First Aid Equipment (Kits) – See appendix for inspection checklist	1	Case: - Broken/damaged case (including structural damage) - Zipper or closure clips no longer secure Contents: - As per individual expiry dates
Fuel Cell	1	Any structural damage or significant material wear
IRB	1	Any unrepairable structural damage - Floor hinges are rusted and do not flex appropriately - Significant wear – Note that wear on underside wear patches is normal - Foot straps are torn or are not properly secured - Air valves leaking
IRB Motor	1	Any unrepairable operational damage
Lifejacket (PFD)	2	Foam, Fabric and Trim: - 4 years with regular use - Any rips, tears or breakages
Oxygen Resuscitator	1	Case: - Broken/damaged case (including structural damage) - Zipper or closure clips no longer secure Contents: - As per individual expiry dates
Radio	3	Portable Radios: - 5 years Mobile Radios: - 7 years
Rescue Boards	2	Any unrepairable structural damage - Boards with significant repairs should be considered for replacement
Rescue Fins (Flippers)	1	As per visual inspection: - Deterioration/tears in the heel
Rescue Tubes	3	Tube: - 4 years with regular use - Foam has tears/significant fading Lanyard: - When colour has completely faded - Material turns to powder state on surface
Spinal Equipment (Board)	1	Any structural damage
Patrol Equipment (misc.)	As required, see “Patrol Equipment Inspection Checklist” in SurfGuard	As per visual inspection: - Torn/broken flags & signs
ATV (if applicable)	1	3yrs/300hrs
Surf Helmets (Branches only)	2	Any structural damage - Dents/splits
RWC’s (Branches only)	2	3yrs/300hrs

3. Gear & equipment checklists prepared and printed

Clubs must inform Branches when all gear & equipment information has been updated on SurfGuard prior to the Branch inspections. Two copies (Branch and Club copy) of each Clubs updated gear and equipment SurfGuard lists will be required on the inspection day.

Branch facilitated inspections conducted

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

On inspection day, at least two Surf Club officials should be in attendance for the inspection (ideally Club Captain & Gear Steward/IRB Captain) and the Surf Club needs to have ready for inspection, all items (as per minimum requirements) listed on the SurfGuard equipment checklists. To assist the inspection team, all items for inspection should be laid out in an open area and should be ready as per the following:

- Kit items (e.g. first aid, oxygen kits, AED's) are spread out for inspection in an orderly manner
- The patrol tent/enclosures and patrol screens are available
- Rescue boards, tubes, fins and spinal boards are laid out (not on racks)
- Preparation for motors to be run
- IRB's are to be inflated, with floorboards and fuel cells out and PFD's available. Please note that IRB's and RWC's, which are exempt from RMS Registration requirements, must pass the Annual Gear & Equipment Inspection Program to renew their registrations.
- Radio servicing and programming reports are to be provided for branch inspectors.
- ATV/ Vehicle ready for testing with key (battery checked)
- Additional signage, documents and patrolling accessories should be easily accessible

Branch Inspectors will conduct inspections of all frontline patrolling gear & equipment and **grade all items appropriately, using the SLSNSW Recommended Equipment Turnover** above to assist them. 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. Any items graded as **"Re-Inspect"** or **"Discard"** must be tagged appropriately by the inspector and Club as outlined in the Defective Equipment Tag section of this document.

4. Branch facilitated re-inspections conducted

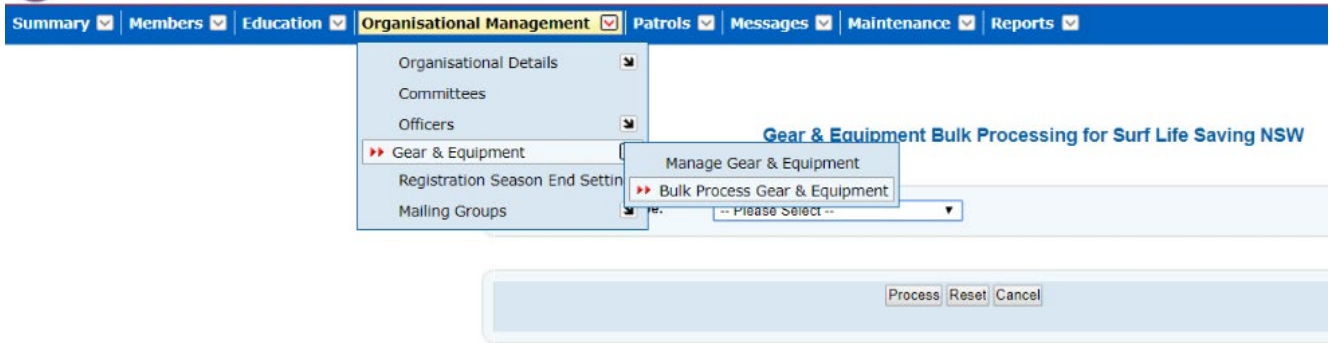
Gear or equipment that does not pass the initial inspection process may be repaired or discarded by Clubs as necessary and can present the item for re-inspection at a secondary inspection date arranged with the Branch. If any item fails the re-inspections, it must be tagged and discarded.

5. Update gear & equipment inspection information on SurfGuard

When the inspection process is complete, all successfully passed gear & equipment item details must be updated in SurfGuard ensuring, at minimum, the following items are updated to reflect the equipment for the current season:

- **Current Gear Inspection Date**
- **Equipment Condition**
- **Successfully Completed Gear Inspection**

This applies to all of the previously mentioned minimum equipment quantity items in SurfGuard. This action can be completed in the **"Bulk Process Gear & Equipment"** SurfGuard page:



Please note that only equipment which has passed inspection and has been updated on **SurfGuard** can be used on patrol.

6. 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 19th September 2019** via the online compliance requirements checklist facility on the SLSNSW website. Please see the [SLSNSW 2019/20 Compliancy Circular](#) (#3606) for more information on compliance.

Equipment Grading

All frontline patrolling gear & equipment will be inspected and graded by a Branch Inspectors in accordance with SLSA and SLSNSW Standard Operating Procedures, Policies and Specifications. The items are categorized as **“Pass”** or **“Fail”** using SurfGuard conditional grading terminology from SLSA, which is; **“Pass”**, **“Fair”**, **“Re-inspect”** and **“Discard”**. One of these grading terms must be associated to items as a compulsory category when updating gear & equipment item details in SurfGuard. The equipment condition grading definitions of each term are as follows:

Term	Category	Definition
P = Pass	PASS	Suitable to use for patrol activities (no repairs required)
F = Fair	PASS	Suitable to use for patrol activities, item may require repairs prior to the following season
R = Re-Inspect	FAIL	Item requires repairs but may be passed upon re-inspection. Where re-inspection is required, isolate item from service until the item has passed a re-inspection.
D = Discard	FAIL	Item is beyond repair (isolate and discard item)

Defective Equipment Tags

Starting from the 2019/20 season, inspection stickers will no longer be used or required for equipment that has successfully passed Gear and Equipment Inspection. However, **“Re-Inspect”** and **“Discard”** items as assessed by the Branch Inspector, will require a **“Defective Equipment Tag”** as illustrated below and must be immediately removed from service until the item has been repaired or discarded. All tags must be:

- Applied in a visible position so the equipment can be easily identified as defective
- Marked with the Inspectors signature and reason for defect



Please note that “Defective Equipment Tags” used in previous years are still accepted.

First Aid Room

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.5) LS5.5 First Aid Equipment” and the Safe Work Australia Website www.safeworkaustralia.gov.au

# F		# R		# D		# Stickers	
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First Aid Equipment (First Aid Supplies/Kits)

P = Pass / F = Fair / R = Re-inspect / D= Discard

= Compulsory Surfguard Information

ESSENTIAL SURFGUARD INFO	QTY	First Aid Kit 1	First Aid Kit 2
Equipment Condition	1		
INSPECTION CHECKLIST	QTY	First Aid Kit 1	First Aid Kit 2
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1		
Note book and pen	1		
Resuscitation face mask or face shield	1		
Disposable nitrile examination gloves	5 pairs		
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs		
Saline (15 ml)	8		
Wound cleaning wipe (single 1% Cetrimide BP)	10		
Adhesive dressing strips – plastic or fabric (packet of 50)	1		
Splinter probes (single use, disposable)	10		
Tweezers/forceps	1		
Antiseptic liquid/spray (50 ml)	1		
Non-adherent wound dressing/pad 5 x 5 cm (small)	6		
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3		
Non-adherent wound dressing/pad 10 x 10 cm (large)	1		
Conforming cotton bandage, 5 cm width	3		
Conforming cotton bandage, 7.5 cm width	3		
Crepe bandage 10 cm (for serious bleeding and pressure application)	1		
Scissors	1		
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1		
Safety pins (packet of 6)	1		
BPC wound dressings No. 14, medium	1		
BPC wound dressings No. 15, large	1		
Dressing – Combine Pad 9 x 20 cm	1		
Plastic bags - clip seal	1		
Triangular bandage (calico or cotton minimum width 90 cm)	2		
Emergency rescue blanket (for shock or	1		

hypothermia)			
Eye pad (single use)	4		
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5		
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1		

Signed: _____ Date: _____