

Circular 3723

Released July 2022

2022/23 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, D.O.Ls

Date: 28/07/2022

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Summary	This Circular aims to outline the requirements, processes and updates of the 2022/23 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 2022/23 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	Clubs and Branches are required to complete the SLSNSW Annual Gear & Equipment Inspection Program requirements and notify SLSNSW by 5:00pm Thursday 15 th September 2022 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 \(SOP 12/2019\)](#) **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 15th September 2022 - via the SLSNSW online compliance requirements checklist facility	Branches & Clubs

1. Branches allocated inspection dates and outline their preference for Powercraft inspections

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.

Branches may decide to have clubs facilitate most of the gear and equipment inspection process. Branches are however responsible and required to communicate with their clubs and outline when they will undertake inspections of Powercraft (IRB).

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. 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:

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 Cracked, Transom Cracked - Significant wear –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 Regulator : Annual Service Date 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.)	“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

4. Gear & equipment checklists prepared and printed if not using the Operations App.

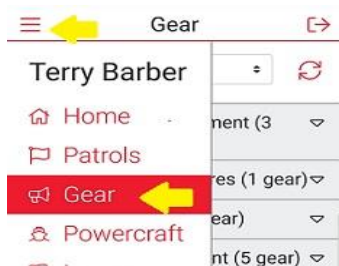
Clubs must inform Branches when all gear & equipment information has been updated on SurfGuard prior to the Branch inspections. Two copies (Branch and Club copy) of each Clubs updated gear and equipment SurfGuard lists will be required on the inspection day (only if not using the App.).

5. Gear and Equipment inspections using the Operations App.

There will be **3 Levels** of access assigned in the Operation app, these will be set via SurfGuard Award. Branches and Clubs will need to submit a list of Members that have access to modify and update the gear and equipment, all other users will be read only access. Clubs should limit access to Gear Stewards and Club Captain. Branches should be Branch inspectors and Branch Admin. Please send your list of inspectors and gear stewards to tbarber@surflifesaving.com.au, please send full name and SurfGuard Member ID.

Link : [Operations Application Userguide](#)

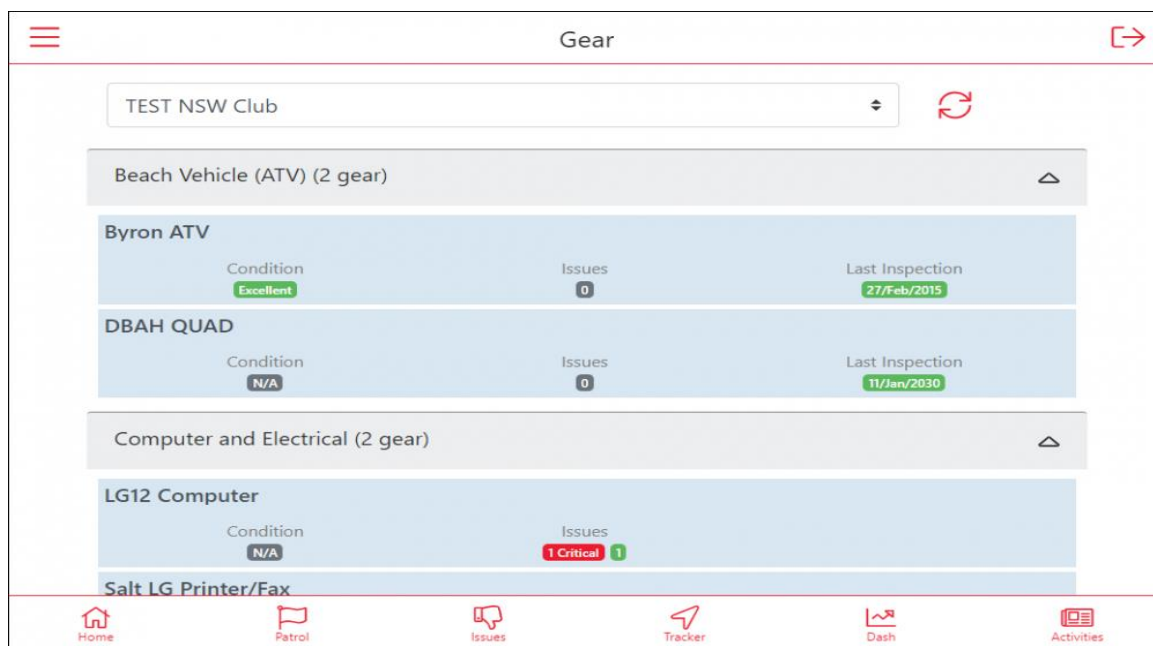
Accessing Gear and Equipment in the Operations App.



Viewing Gear and equipment

The default display is to show all categories.

- You can use the Arrow Up/Down icons to display items in each category
- Once you open a Gear Category you will see if any issues have been added for gear in that category.



Conducting a Gear Inspection

Note: To do this you need to have been awarded the Gear and Equipment Auditor Award (Branch endorsed) in Surfguard via State Centre.

To perform a gear inspection, follow the steps

1. Click in the Last Inspection area
2. Click **+New**

The screenshot shows the 'Gear Inspections' screen. At the top, there is a header with a back arrow and the title 'Gear Inspections'. Below this, a summary bar displays 'DBAH QUAD' with three metrics: 'Condition' (N/A), 'Issues' (0), and 'Last Inspection' (1) with a date of '11/Jan/2030'. A large text area contains inspection details: 'Current Inspection Date' (Invalid date), 'Inspection Completed By' (Scott McCartney), 'Inspection Comments' (WORKS OK WILL DO ITS JOB), and 'Successfully Completed' (Failed). Below this, there is a section for 'Inspections' with a refresh icon, a count of '2', and a '+ New' button. A message box states 'No Inspections found! :('. At the bottom right, it says 'Updated less than a minute ago'.

3. Mark the equipment as either 'Discard' 'Re-Inspect' or 'Pass'. Complete all steps and click save.

The screenshot shows the 'Inspection' screen. It features a list of fields: 'Date of Purchase' (2009-02-19), 'Equipment Condition', 'Manufacturer Serial No.' (NO-6520M), 'Registration Number' (NO-6520M), 'SSV (ATV) Make' (Yamaha), and 'SSV (ATV) Model' (Grizzly 660). Below these fields, a bolded instruction reads: 'Rescue gear/accessories fitted on vehicles must meet gear inspection requirements for that item.' There are two rows of three buttons each: 'Discard' (red), 'Re-inspect' (yellow), and 'Pass' (green). The first row is for the 'Rescue gear/accessories' instruction, and the second row is for 'Registration plate & label (if applicable)'. At the bottom right, there is a '18 missing steps' indicator and a 'Save' button.

4. Once the gear inspection is saved in the Operations App it will also be updated in Surfguard.
5. Click the **Issues Tab**, and create an Issue for the equipment so the Gear Steward has some tracking, via the home screen of the App.

Branch facilitated Inspections

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.

6. Branch facilitated re-inspections conducted

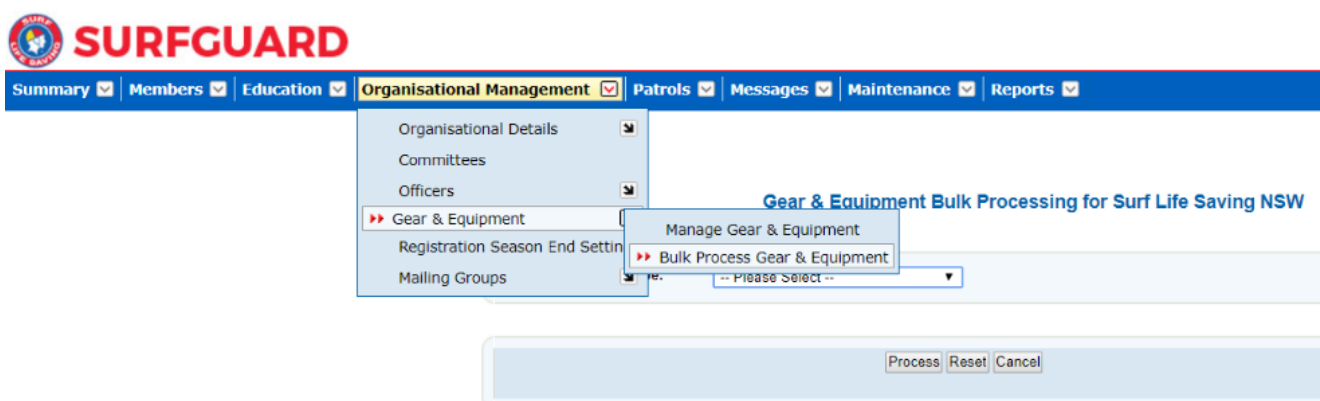
Gear or equipment that does not pass the initial inspection process may be repaired or discarded by Clubs as necessary and can present the item for re-inspection at a secondary inspection date arranged with the Branch. If any item fails the re-inspections, it must be tagged and discarded.

7. Update gear & equipment inspection information on SurfGuard (if not using the App.)

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.

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 Friday 15th September 2022** via the online compliance requirements checklist facility on the SLSNSW website. Please see the [SLSNSW 2022/23 Compliancy Circular \(#3720\)](#) for more information on compliance.

Equipment Grading

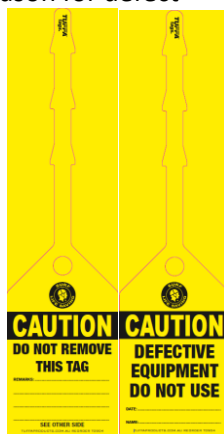
All frontline patrolling gear & equipment will be inspected and graded by a Branch Inspectors in accordance with SLSA and SLSNSW Standard Operating Procedures, Policies and Specifications. The items are categorized as **“Pass”** or **“Re-Inspect”** using SurfGuard conditional grading terminology from SLSA, which is; **“Pass”**, **“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)
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.

What Doesn't Need to be Inspected?

- Administration equipment, computers and electrical
- Building and structures
- Club equipment (non-patrol related)
- Competition equipment
- Patrol uniforms
- Manikins

Radio Maintenance

Clubs are to ensure any radio not performing to normal standards, that the radio be sent for maintenance prior to the commencement of the 2022/23 season. All radios will be closely examined during Gear Inspections and those deemed inoperable will need to be sent to a service agent, it is important each radio is examined prior to the commencement of the season so that patrols have operable radios. It is still a requirement for club radios to comply with manufacturer's directions and undergo programmed maintenance every two (2) years to maintain warranty. All branch support operations radios must be serviced annually as these radios include all eleven branches, ESO channels.

See the Radio Circular [#3716](#) for further info

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 (12/2019) [LS5.5 First Aid Equipment](#)**” and the Safe Work Australia Website www.safeworkaustralia.gov.au

FIRST AID ROOM

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

First Aid Room and Kit requirements are as per Standard Operating Procedures

Item	Minimum Number	Quantity	Rating
Furniture/Equipment			
Electrical power points	1		
Examination couch/bed	1		
Disposable sheets for examination bed	5		
Examination lamp/torch	1		
Storage cabinet to house equipment such as: <ul style="list-style-type: none"> - Incident Report Logbook - First aid supplies - Spare oxygen bottles 	1		
Noticeboard for First Aid and/or CPR charts and other relevant update information for members	1		
Lined rubbish bin for general waste	1 + spare liners		
Kettle or access to boiling water	1		
Hand wash solution (soap based)	2		
Hand sanitizer (min. 70% ethanol)	2 x 375ml		
Disposable paper towels	2 rolls (or similar qty)		
Patient Care			
Clean blankets** – cotton or woolen	2		
Drinking Cups (Disposable)	10		
First Aid Items			
Contents of first aid kit as outlined in First Aid Kit checklist – plus the following items	1 x kit		
Burn Sheet Dressing (non-medicated)	1 small 75cm 1 large 220cm		
Universal / Multi-trauma combine dressing	2		
Pulse Oximeter	1		
Tourniquets	2		
Kidney dish	3		
Large bucket/basin for the immersion of feet	1		
PPE			
Contaminated waste disposal	1 bin with replacement bags		
Sharps disposal	1 container (larger than that in FA kit)		
Safety glasses	2 pairs		
Disposable face masks	1 box		
Face visor shields (optional)	2		
Resuscitation / AED Equipment			
Access to an approved oxygen resuscitation unit and an AED, plus spares of the consumable items contained in both units: <ul style="list-style-type: none"> - Oropharyngeal airways - Oxygen tubing - Therapy masks – adult & child - - Resuscitation masks – adult & child – with one-way valves - Oxygen bottles - Defibrillation pads - Razor kits for use with AED 			

** Note that blankets must be properly laundered after each use.

FIRST AID KITS

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

Item	Purpose	Minimum Number	Kit 1	Kit 2	Kit 3	Kit 4
Miscellaneous						
First aid pamphlet inc. burn treatment and eye injury treatment instruction cards	First aid information	1				
Note pad and pen/pencils	Record the injured or ill person's condition and the treatment given	1 set				
Access to SLS Incident Report Logbook	Logs all incidents that require first aid treatment	1				
Plastic bags; small, medium and large, clip seal	Amputated parts & storage	2 of each size				
Shock/space blanket	Protection from the elements	2 in kit 4 in FA room				
PPE						
Contaminated waste disposal bags	Waste disposal	5				
Sharps disposable container	Infection control and disposal	1 small				
Hand sanitiser (min. 70% ethanol)	Hand cleaning before and after wound care	2 x 50ml				
Disposable gloves – nitrile	Infection control for first aider and patient	10 x pairs in kit 100 in FA room				
Disposable face masks	Infection control	10				
Disposable vomit (emesis) containers	Infection control	1 in FA kit 10 in FA room				
Resuscitation Mask with one-way valve	Infection control	1				
Broad spectrum sunscreen SPF 50+	Reduce risk of sun burn	1 x bottle 200ml				
Tools						
Safety pins	Secure bandages and slings	1 x packet				
Scissors, blunt/sharp-nosed, minimum length 12.5cm (s/steel)	Cut dressings or clothing	1				
Splinter forceps / tweezers	Remove foreign bodies	1				
Splinter probe, disposable	Remove foreign bodies	10				
Dressings						
Adhesive plastic dressing strips, sterile (Band-Aids)	Minor wound dressing	1 packet of 50 in kit 2 x packets of 50 in FA room				
Eye Pads	Eye cover	4				
Dressings: non-adherent, sterile	Wound dressings, non-stick	5 x large (10cm x 10cm) 5 x medium (7.5cm x 10cm) 5 x small (5cm x 5cm)				
Wound Dressing No. 15	Control bleeding and cover wounds	3				
Combine absorbent wound dressings, sterile, non-medicated 9cm x 20cm minimum	Control bleeding and cover wounds	2 in kit 5 in FA room				
Tape						
Adhesive tape	Strapping	1 x roll (2.5cm wide)				
Paper Tape (microporous) Hypo-allergenic	Secure dressings & bandages in place	1 x 1.25cm 1 x 2.5cm				
Bandages						
Hospital crepe and conforming bandages	Hold dressings in place; immobilization; pressure immobilization bandage.	3 x 5cm 3 x 7.5cm 2 x 10cm (heavy-duty crepe)				
CAT Tourniquet	Major bleeding control	2				
Triangular bandages, minimum 90cm	Slings, support and/or padding	4 in kit 6 in FA room				
Wound Care/Cleaning						
Sterile eyewash/Saline solution	Emergency eyewash or irrigation of eyes and wounds.	12 x 15ml single use ampules				
Gauze squares in sterile 3-packs	Cleaning wounds	5 x 3-packs in kit 2 x 100 packs in FA room				
Ice or instant or reusable ice packs	Reduce inflammation of sprains and strains. Treatment of some marine stingers.	2 x instant or reusable ice packs or minimum 1kg provision easily accessible				
Antiseptic solution liquid/spray	Wound care	1 x 50ml				
Antiseptic swabs/wipes – 1% Cetrimide BP (non-alcohol)	Wound care	10 in kit 100 in FA room				
Alcohol swabs	Clean instruments before and after use	10 in kit 100 in FA room				