Sydney Branch

Gear Inspection Guidelines 2016/2017

Version Summary
2015-2016 issued 27/7/2015, V2 updated 7/8/2015
2016-2017 issued 6/8/2016

These guidelines are designed for Clubs and Support Services to assist with the efficient and effective inspection and assessment of all surf lifesaving equipment.

Equipment that is to be inspected must meet the requirements set out in the document supplied by Surfguard.

Important Notes for Clubs:

- The Club Gear steward or a club Representative must be available to the Sydney Branch gear inspectors if required to answer any questions regarding any equipment being inspected. Clubs should have a minimum of 2 members, and their gear steward assisting on the day.
- All equipment that is inspected MUST be entered in to Surfguard, this includes all Junior activities rescue equipment (Tubes, Boards and other) as well.
- Points will be deducted for equipment presented and not displayed on sheets or equipment on sheets not being presented.
- Equipment will be assessed as outlined in this document
- Equipment presented must be endorsed by SLSA and MUST follow requirements set in SLSNSW Standard Operational Procedures.
- All entries to Surfguard must be completed by the set date by the Director of Lifesaving or nominated Coordinator.

Equipment Grading

All items will be graded and if passed, SLSNSW Gear Inspection Stickers will be issued by the Sydney Branch Gear Inspectors.

P = Pass Suitable to use for patrol activities
F = Fair Item requires maintenance before use (Re-inspection Sticker and isolated until repaired)
R = Re-inspect Major repairs required **or** was not ready for inspection (Re-inspection Sticker and isolated until repaired)
D = Discard Item is beyond repair – discard and **never use again** (label and isolate until discarded)

Refer to individual SLSA policies and specifications for further equipment information - 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 Gear and Equipment Inspections do not replace an authorised RMS inspection and registration excluding maritime exempt equipment (IRB and RWC)

The Gear and Equipment Inspection process

A. **Updated Gear and Equipment Information in Surfguard**
Clubs are to update their gear and equipment into **Surfguard**, in advance of an inspection. This should include deleting any sold or discarded equipment and adding any new equipment. This should be updated over the course of the season as equipment changes.

B. **Branches Inspection Dates**
The Sydney Branch gear inspection dates are 3rd and 4th September 2016. Please see appendix A for the Sydney Branch Gear Inspection time table.

C. Current Gear and Equipment Printouts
Sydney Branch will print (2 Copies) of the pre-filled gear and equipment list from Surfguard for each club (previously updated by the club) plus additional 'state' forms. The inspection team must have these on the day of inspection.

D. Branch Inspection Panel
The Branch appointed 'Gear Inspectors' will complete all inspections. The Gear Inspectors will provide the club with a copy of the completed inspection paper work (on the day). All gear that passes inspection will be recorded and issued with a SLSNSW Gear Inspection Sticker *(Note: It is accepted that it is not practical to 'sticker' some items of equipment where the sticker would not adhere, i.e. rescue tube etc.*) **Only equipment inspected and passed and updated on Surfguard can be used on patrol.**

E. Challenge of Assessed equipment by Inspection Panel members and Club
Decision will be final on the day by Director of Lifesaving and /or their appointed representative on the day.

F. Re-Inspections
Any Gear or Equipment that does not pass the inspection process must be immediately removed from service and have a faulty equipment sticker applied. Clubs shall repair/isolate or discard as necessary. Any re-inspects are to be completed within 14 days of Inspection.

G. **Supporting Documentation**

Click here for the following gear and equipment resources:

Surf Rescue Lifejacket Supplier List - *(Updated March 2014)*
http://sls.com.au/sites/sls.com.au/files/circular-66-13-14-surf-rescue-lifejacket-supplier-list.pdf

SLSA Approved Gear and Equipment Manual - *(Updated April 2015)*
http://sls.com.au/sites/sls.com.au/files/Gear%20and%20Equipment%20Manual.pdf

SLSA Gear and Equipment Specifications - *(Updated July 2014)*
https://sls.com.au/sites/sls.com.au/files/Lifesaving%20Gear%20and%20Equipment%20Specifications_1.pdf

SLSA Equipment and Uniform Branding - *(Updated June 2014)*
https://sls.com.au/sites/sls.com.au/files/SLSA%20Equipment%20Branding%20Guidelines_LR_090813.pdf

IRB Outboard Motor Sealing Process - *(Updated June 2014)*
https://sls.com.au/sites/sls.com.au/files/Motor%20Sealing%20Procedure.pdf

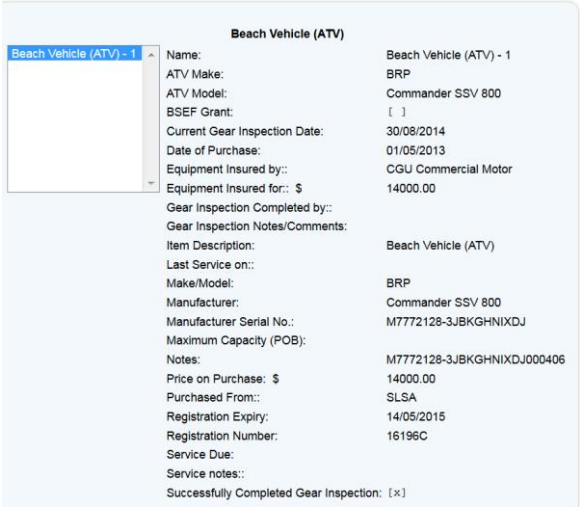
H. **Supporting Documentation**

Click here for the following gear and equipment resources:

I. Beach Vehicles / ATVs
II. Rescue Boards
III. Rescue Tubes
IV. Defibrillators – including training units
V. Oxygen Resuscitation Kits – including training units
VI. First Aid Rooms and Kits
VII. IRBs / Motors / Trailers
VIII. Radios
IX. Patrol Equipment
X. Spinal Equipment
XI. Shark Bag/Major Haemorrhage Kit
XII. Manikins

Data required to be entered into Surf Guard and Inspection lists for Gear Inspection.

1. ATV



Beach Vehicle (ATV)

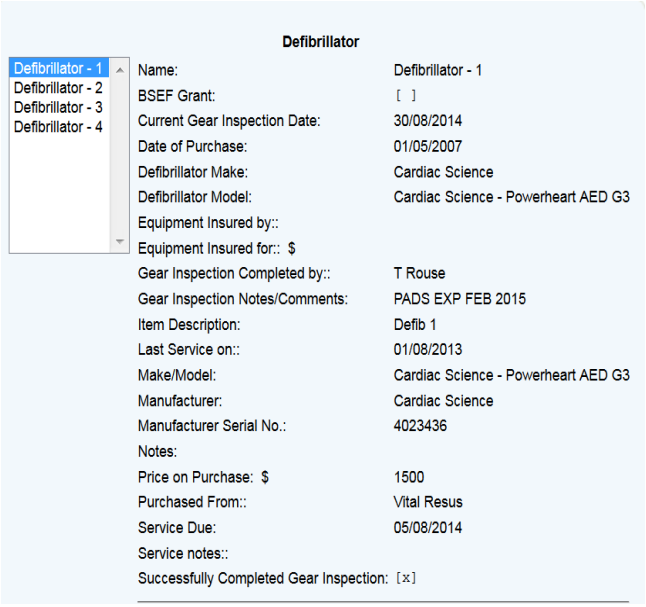
Beach Vehicle (ATV) - 1

Name:	Beach Vehicle (ATV) - 1
ATV Make:	BRP
ATV Model:	Commander SSV 800
BSEF Grant:	[ ]
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	01/05/2013
Equipment Insured by::	CGU Commercial Motor
Equipment Insured for:: $	14000.00
Gear Inspection Completed by::	
Gear Inspection Notes/Comments:	
Item Description:	Beach Vehicle (ATV)
Last Service on::	
Make/Model:	BRP
Manufacturer:	Commander SSV 800
Manufacturer Serial No.:	M7772128-3JBKGHNIXDJ
Maximum Capacity (POB):	
Notes:	M7772128-3JBKGHNIXDJ000406
Price on Purchase: $	14000.00
Purchased From::	SLSA
Registration Expiry:	14/05/2015
Registration Number:	16196C
Service Due:	
Service notes::	
Successfully Completed Gear Inspection:	[x]

INSPECTION CHECKLIST
Registration plate & label (if applicable)
Service log book
Clean and in good working order
Rust/corrosion free
Wheels & tyres in good condition
Tyre pressure equal in all four tyres
Reversing beeper
Flashing light (in working order)
Accessories to secure additional equipment
Board racks/carry racks and tow bar in good working order
Lights, horn and indictors in good working order (if fitted)
Sign writing (surf rescue branding)
Side doors/netting - attached and in good working order
Mirror- Fitted and not damaged
Roll bars/cage - Fitted and structural integrity not damaged
Seat belts or hand grips - Fitted, not damaged and in good working condition
APPROVAL STICKER

2. Defibrillator

Note : Defib Pad Expiry Dates - it is not documented that Pads Expiry Dates are to extend the full length of season, due to cost this should not be required. Clubs and Inspection regularly inspect AED equipment. *Confirmed by SLSNSW and advised to Clubs 7/8/2015.*



Defibrillator

Defibrillator - 1
Defibrillator - 2
Defibrillator - 3
Defibrillator - 4

Name:	Defibrillator - 1
BSEF Grant:	[ ]
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	01/05/2007
Defibrillator Make:	Cardiac Science
Defibrillator Model:	Cardiac Science - Powerheart AED G3
Equipment Insured by::	
Equipment Insured for:: $	
Gear Inspection Completed by::	T Rouse
Gear Inspection Notes/Comments:	PADS EXP FEB 2015
Item Description:	Defib 1
Last Service on::	01/08/2013
Make/Model:	Cardiac Science - Powerheart AED G3
Manufacturer:	Cardiac Science
Manufacturer Serial No.:	4023436
Notes:	
Price on Purchase: $	1500
Purchased From::	Vital Resus
Service Due:	05/08/2014
Service notes::	
Successfully Completed Gear Inspection:	[x]

INSPECTION CHECKLIST
Buttons Labelled
No Sand/Corrosion
Pads (in date and sealed)
Battery Condition
Carry Case
Spare Pads
Medical Shears
Razor
Resus Mask
Volume OK
Non alcohol gauze wipes
Gloves
Disposable Towels (optional)
Spare Battery (optional)
Training defibrilator (and protective case) clearly labelled: "TRAINING USE ONLY"
APPROVAL STICKER

3. IRB Motors

IRB Motor

IRB Motor - 2
IRB Motor - 3
IRB Motor - 4
IRB Motor - 5
IRB Motor - 6
IRB Motor - 7
IRB Motor - 8
IRB Motor - 9

Name:	IRB Motor - 2
BSEF Grant:	[ ]
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	
Equipment Insured by::	
Equipment Insured for:: $	
Gear Inspection Completed by::	Ken Hodson
Gear Inspection Notes/Comments:	
Last Service on::	
Make/Model:	
Manufacturer Serial No.:	004806xd
Motor Make:	Tohatsu
Motor Model:	Tohatsu
Notes:	
Price on Purchase: $	3900
Propeller Guard Model (if present):	
Propeller Guard Serial No. (if present):	Pp/03/02/136
Propeller model (4 blade only):	
Propeller serial number (if present):	
Purchased From::	
Seal Number - Crankcase :	
Seal Number - Cylinder Head:	
Seal Number - Engine Block :	
Seal Number - Inlet Manifold :	
Service Due:	
Service notes::	
Successfully Completed Gear Inspection:	[x]

INSPECTION CHECKLIST
No obvious motor modifications
Motor seals are intact
Restrictor device in place
Rust/Corrosion Free
Tilt-Lock Removed or Disabled
Mechanism to prevent motor from starting in gear removed (not required for ETEC models)
Condition of hoses and wiring
Loose or Missing Bolts
Fuel Filter Clean
Choke/Primer Functions
Smooth/Full Throttle Action (in gear engine not running)
Motor Cover and Clip
Propeller Blades (4 blade only)
Propeller Guard (is securely fixed)
Clamp Threads and Handles
Clamp Brackets
Tilt Bracket and Fixings
Swivel Brackets and Fixings
Starter Cord and Recoil
Motor Actually Runs and Idles
Gear Shift (F, R, N)
Gear Lever
Stop Button/s
No Major Defects
Motor Numbered
APPROVAL STICKER

4. Life Jackets

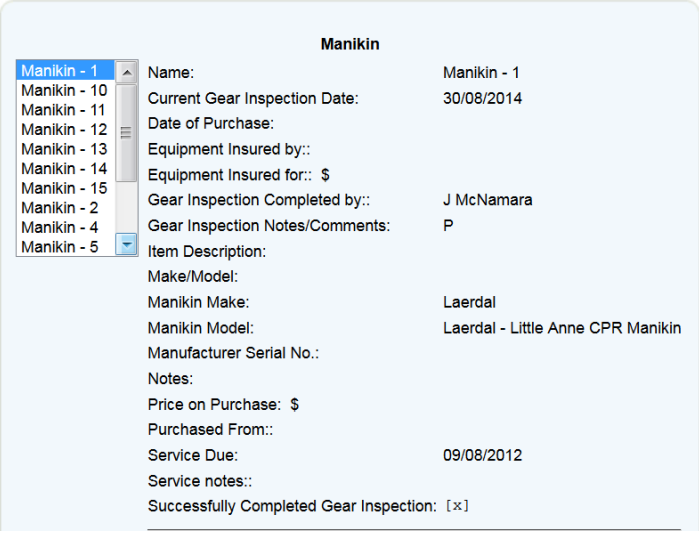
Lifejacket

Lifejacket - 1
Lifejacket - 10
Lifejacket - 11
Lifejacket - 12
Lifejacket - 13
Lifejacket - 14
Lifejacket - 15
Lifejacket - 16
Lifejacket - 17
Lifejacket - 18

Name:	Lifejacket - 1
Age in Years:	1
BSEF Grant:	[ ]
Colour:	Red
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	10/09/2014
Gear Inspection Completed by::	self
Gear Inspection Notes/Comments:	new
Item Description:	Medium
Manufacturer:	Superior
Price on Purchase: $	
Size:	Medium
Successfully Completed Gear Inspection:	[ ]

INSPECTION CHECKLIST
Lifejacket is certified to the ISO or Australian Standard(Personal Flotation device)
Lifejacket does not have any rips/tears/exposed foam
Lifejacket is a conspicuous colour and not faded
Zip is not corroded or stuck allowing user to fit lifejacket correctly (if applicable)
Buckles or clips are not damaged and functional allowing user to fit lifejacket correctly
Any webbing or belts are not damaged and allow user to fit lifejacket correctly
Inflatable Lifejacket is of the manual activation type
Inflatable lifejacket has been maintained & serviced to manufacturers requirements
APPROVAL STICKER

5. Mankin



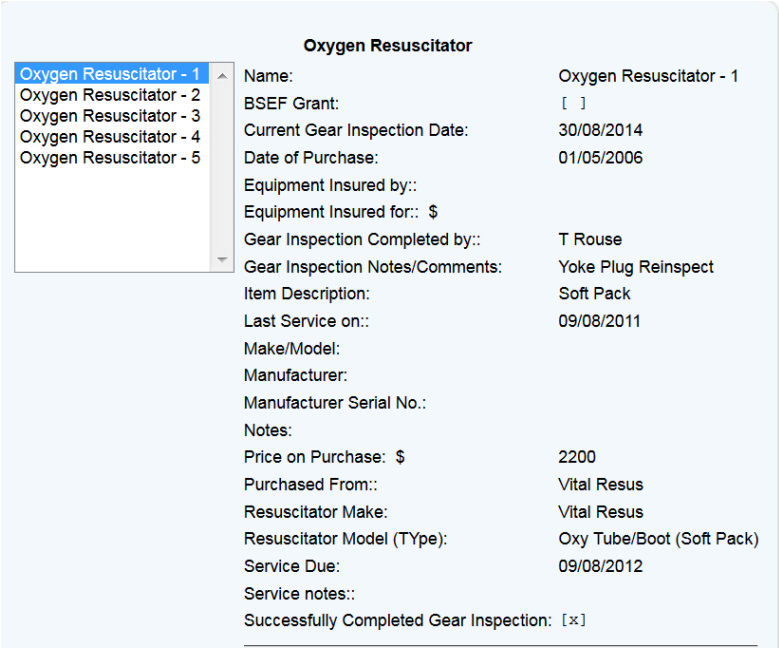
Manikin

Manikin - 1
Manikin - 10
Manikin - 11
Manikin - 12
Manikin - 13
Manikin - 14
Manikin - 15
Manikin - 2
Manikin - 4
Manikin - 5

Name:	Manikin - 1
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	
Equipment Insured by::	
Equipment Insured for:: $	
Gear Inspection Completed by::	J McNamara
Gear Inspection Notes/Comments:	P
Item Description:	
Make/Model:	
Manikin Make:	Laerdal
Manikin Model:	Laerdal - Little Anne CPR Manikin
Manufacturer Serial No.:	
Notes:	
Price on Purchase: $	
Purchased From::	
Service Due:	09/08/2012
Service notes::	
Successfully Completed Gear Inspection:	[x]

INSPECTION CHECKLIST
Chest Cover/Spare Mask
Carry Case (optional)
Cleaning Solution (as per SLSA requirements)
Spare Bags
Paper Towels
Tested and Working
Simulator Numbered
APPROVAL STICKER

6. Oxygen



Oxygen Resuscitator

Oxygen Resuscitator - 1
Oxygen Resuscitator - 2
Oxygen Resuscitator - 3
Oxygen Resuscitator - 4
Oxygen Resuscitator - 5

Name:	Oxygen Resuscitator - 1
BSEF Grant:	[ ]
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	01/05/2006
Equipment Insured by::	
Equipment Insured for:: $	
Gear Inspection Completed by::	T Rouse
Gear Inspection Notes/Comments:	Yoke Plug Reinspect
Item Description:	Soft Pack
Last Service on::	09/08/2011
Make/Model:	
Manufacturer:	
Manufacturer Serial No.:	
Notes:	
Price on Purchase: $	2200
Purchased From::	Vital Resus
Resuscitator Make:	Vital Resus
Resuscitator Model (TYpe):	Oxy Tube/Boot (Soft Pack)
Service Due:	09/08/2012
Service notes::	
Successfully Completed Gear Inspection:	[x]

INSPECTION CHECKLIST
Unit Numbered
Ventilation Bag
Reservoir Bag
Reservoir Valve
Intake Valve
Extension Tube (optional)
Patient Valve
Resuscitation Tubing
Therapy Tubing
Resuscitation Mask Adult
Resuscitation Mask Child
Therapy Mask Adult
Therapy Mask Child
OP Airways x 2 (adult male and female)
Key Wheel - Attached
Yoke Plug - Attached (Stainless steel Oxy Viva units only)
Sealing Washer
Spare Washer (1 - Stored in a container)
Surgical Gloves (minimum 3 pairs)
Notepad, Pen/Pencil
Chalk/Marker (to write date on cylinder)
No Sand in Unit
No Corrosion in Unit
No Corrosion on Screws/Nuts
Spare Oxygen Cylinder (1)
APPROVAL STICKER

7. Radios

Radio

Radio - 1	
Radio - 10	
Radio - 11	
Radio - 12	
Radio - 13	
Radio - 14	
Radio - 16	
Radio - 2	
Radio - 4	
Radio - 6	
Name:	Radio - 1
BSEF Grant:	[ ]
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	01/09/2009
Equipment Insured by::	
Equipment Insured for:: $	
Gear Inspection Completed by::	Deuce
Gear Inspection Notes/Comments:	
Item Description:	
Last Service on::	01/09/2011
Make/Model:	
Manufacturer:	
Manufacturer Serial No.:	2101536
Notes:	
Purchased From::	
Radio Make:	Icom
Radio Model:	ICF60V
Radio Type (handheld/base set):	Mobile
Service Due:	
Service notes::	
Successfully Completed Gear Inspection:	[x]

INSPECTION CHECKLIST
Channels Labelled
No Sand/Corrosion
Aerial
Battery Condition
Carry Case
Waterproof Pouch
Radio Works
Radio Numbered
APPROVAL STICKER

8. Rescue Board

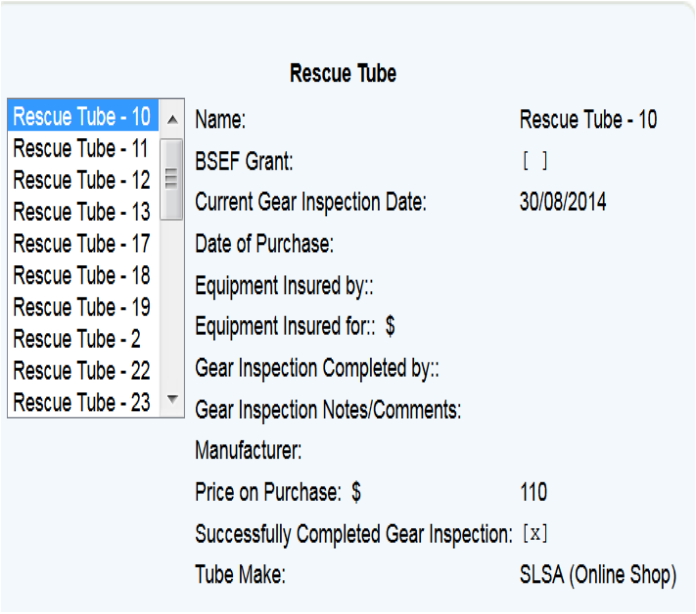
Note : Knee Pads Older Rescue Boards - knee pads are not a minimum requirement of a Rescue Board, if the board did not come with them. Clubs would be expected to maintain the overall condition of rescue board components, however if a club have boards with a knee pad missing or damaged it will be marked as a defective knee pad.
Confirmed by SLSNSW and advised to Clubs 7/8/2015.

Rescue Board

Rescue Board - 1	
Rescue Board - 10	
Rescue Board - 11	
Rescue Board - 13	
Rescue Board - 14	
Rescue Board - 15	
Rescue Board - 16	
Rescue Board - 17	
Rescue Board - 18	
Rescue Board - 19	
Name:	Rescue Board - 1
Board Make:	Dolphin
Board Type:	Rescue Board (Fibreglass)
BSEF Grant:	[ ]
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	01/09/2013
Equipment Insured by::	
Equipment Insured for:: $	
Gear Inspection Notes/Comments:	
Make/Model:	
Manufacturer:	
Manufacturer Serial No.:	
Price on Purchase: $	1300
Purchased From::	Kracka
Successfully Completed Gear Inspection:	[x]

INSPECTION CHECKLIST
Outer Surface (free of dings, jagged edges etc)
Straps or Ropes
Fin
Markings Top
Markings Bottom
Board Numbered
Knee pads (hard rescue boards)
APPROVAL STICKER

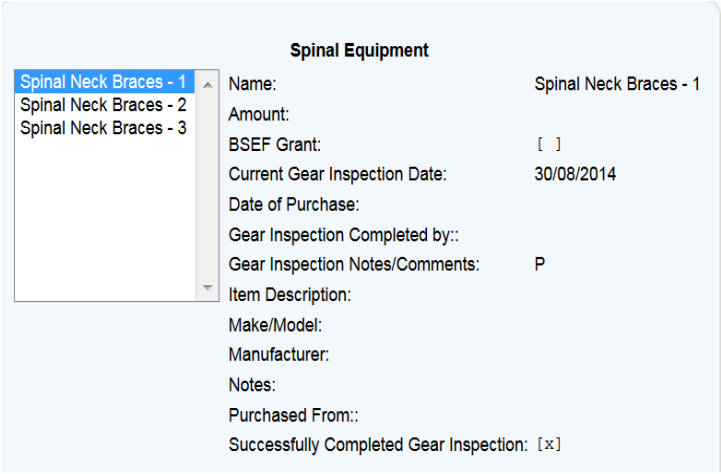
9. Rescue Tube



INSPECTION CHECKLIST
Tube Condition
Line not Knotted/Frayed
Clip
D Attachment
O Rings
Shoulder Strap
Splices
Tube Numbered
APPROVAL STICKER

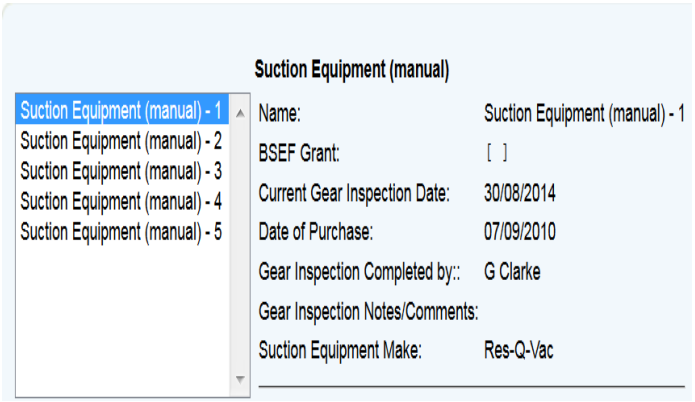
10. Spinal Equipment

Note : Spinal Collars - it is required that the Collars/Collar available can fit to all neck sizes. If the adjustable collar available meets this requirement a pass shall be allocated to the 'kit'. *Confirmed by SLSNSW and advised to Clubs 7/8/2015.*



INSPECTION CHECKLIST
Spinal board
Adjustable Collar
Spinal straps
Paediatric Collar
Regular Collar
No Neck Collar
Set Numbered
APPROVAL STICKER

11. Suction Equipment



INSPECTION CHECKLIST
Vaccum handle/pump
Disposable suction catheters (small and large)
Disposable collection jar/canister
Clean and free of sand
APPROVAL STICKER

12. First Aid Room

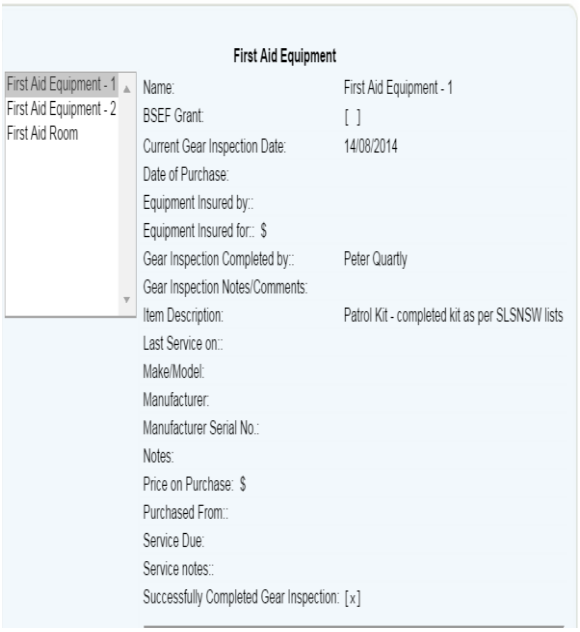
FIRST AID ROOM

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

First Aid Room requirements are as per Standard Operating Procedures

Item	Minimum Number	Quantity	Rating
Clean blankets – cotton or woollen	2		
Shock/Space Blanket	4		
Clean sheets	2		
Clean towels	2		
Contaminated waste disposal bin and waste bags	1 x Bin 5 x Bags		
Contents of first aid kit as outlined above	1 x kit		
Oropharyngeal airways	Sizes 0, 1, 2, 3		
Non-adherent dressings	5 x 7.5cm x 10cm 5 x 7.5cm x 20cm 5 x 5cm x 7.5cm		
Electrical power points	Panel of two or four		
Emesis (vomit) containers (disposable or plastic)	1		
Examination couch/bed	1		
Examination lamp	1		
Hand cleaner/hand wash solution + nail brush	1		
Ice packs in freezer (or ice machine with bags) or disposable instant packs	5		
Kettle or access to boiling water	1		
Drinking Vessel (Disposable)	10		
Disposable Gloves	100		
Alcohol swabs	100		
Burn Sheet	1 x Small 1 x Large		
Combine dressing (Surgipad)	5 x 9 x 20cm		
Universal/Multi-trauma dressing	2		
Noticeboard showing: - First Aid Charts	1		
Kidney dish	3		
Large bucket/basin for the immersion of feet	1		
Lined rubbish bin for general waste	1		
Lockable fixed storage cabinet to house: - Log book/register - First aid supplies - Spare oxygen bottles x 2	1		
Oxygen supply tubing	2 x Spare tubes		
Adult & child non-breather mask	1		
Adult and child acute mask			
Resuscitation Chart	3		

13. First Equipment



Item	Kit contents			
	Quantity	Kit 1	Kit 2	Kit 3
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 hypothermia)	1			
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			

Note : First Aid Dressing - confirmed with SLSNSW that were would be little difference between a 'low adherent' and 'non adherent' bandage. Either will be acceptable. *Confirmed by SLSNSW and advised to Clubs 7/8/2015.*

14. Patrol Equipment

SURF LIFE SAVING NEW SOUTH WALES

SLSNSW Minimum Patrolling Equipment Requirements

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:

SLSSNSW MINIMUM PATROLLING EQUIPMENT CHECKLIST		
Primary Patrolling Equipment	**SLSNSW SOP (V.4) References**	✓
2 x RED and YELLOW feathered patrol flags *(support bases optional)*	LS6.3 WATER SAFTEY FLAGS	
2 x BLACK and WHITE chequered flags *(support bases optional)* 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 *(PFD)*		
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 *(where applicable)*	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 *(AED)*	LS6.7 AUTOMATIC EXTERNAL DEFIBRILLATORS	
1 x oxygen resuscitator kit	LS6.6 OXYGEN RESUSCITATION EQUIPMENT	
1 x first aid kit *(including sharps container)*	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 *(loud hailer applicable)*	LS9.1 EMERGENCY BEACH CLOSURE	
2 x signal flags *(orange with blue stripe)*	LS6.3 WATER SAFTEY FLAGS	
1 x emergency evacuation flag *(red and white chequred)*	LS6.3 WATER SAFTEY FLAGS	
access to sunblock/ sun cream (min: SPF 30+)		
Primary Patrolling Signage *(available)*		
2 x "Rescue Craft Access Area" mobile signs *(IRB/RWC operating zone)*	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	
Primary Patrolling Resources *(access to)*		
SLSNSW Standard Operating Procedures *(e-copy available)*		
Patrol Operations Manual *(e-copy available)*	LS4.9 PATROL OPERATIONS MANUALS	
Patrol Captain's Procedure Guide flip book *(e-copy available)*		
Patrol Log Book	LS3.1 INFORMATION MANAGEMENT/ SURFGUARD	
Incident Log Book	LS3.1 INFORMATION MANAGEMENT/ SURFGUARD	
IRB Log Book	LS3.1 INFORMATION MANAGEMENT/ SURFGUARD	

Note : SOP's were sent by State to Branch season (14-15), these were then forwarded to all Clubs in the Branch.
Confirmed by SLSNSW and advised to Clubs 7/8/2015.

15. IRB

IRB

IRB - 1
IRB - 2
IRB - 3
IRB - 4
IRB - 5
IRB - 6

Name:	IRB - 1
BSEF Grant:	[ ]
Current Gear Inspection Date:	30/08/2014
Date of Purchase:	
Equipment Insured by::	
Equipment Insured for:: $	
Gear Inspection Completed by::	
Gear Inspection Notes/Comments:	Pass
H.I.N (if required by State/Territory):	
IRB Class:	Class 2 - Rigid Hull
IRB Make / Model:	Achilles RH-375 - Rigid Hull
IRB Manufacturer:	Cobia Boats (South Coast Inflatables)
IRB Registration No. (e.g. SR No.):	SR186N
Manufacturer:	2002
Manufacturer Serial No.:	AURBS00001E101
Price on Purchase: $	11000
Purchased From::	
Registration Expiry:	01/08/2012
SLSA Registration No.:	SR186N
SLSA Serial No. (e.g. 1-1AC-001N):	1-21R-67N
Successfully Completed Gear Inspection:	[x]

INSPECTION CHECKLIST
IRB Code of Conduct (on Notice Board)
Floorboard Out (Class 1 & Class 3) Y / N
Pontoon Wear to Underside
Pontoon Wear at Floorboard Junction
Reflective Tape
Spray Dodger
Bow Rope + Handles
Bow Rope D Fitting
Pontoon Ropes & Eyelets
Re-right Handles Rope + Pouch. (Length 1400mm - does not foul prop)
Carry Handles
Driver's Boarding Handle
Crewperson's Boarding Handle
Fuel Line Loops
Inflation Valves
Transom Plate Wear
Transom Lip (5mm Square)
Motor Safety Cable (1/boat)
Eye Bolts
Bungs (if applicable)
Knife & Sheath (square tip for use as a screwdriver)
Paddles: Stowage, Condition + Correct Size (1 set/boat)

15m Tow Rope: Stowage, Splice, Clip + Float (each end)
Approved Rescue Tube: Stowage
Whistle
Fuel Cell (no leaks, no sharps)
Floorboards (not worn, no holes/sharps)
Floorboard hinge condition (if applicable)
Fuel Cell's Fixings
Foot Straps (1xdriver, 1xcrew)
Pressure Gauge (1/boat type)
APPROVAL STICKER

Presentation of Equipment:

1. **Patrol Equipment:**
    a. Patrol Tents –
        i. Be erected as per being on patrol
        ii. Correct sponsorship logos displayed and undamaged
        iii. Cover to be in good condition and undamaged
        iv. Structure and supports are in good condition and undamaged
        v. All ropes and pegs are in good condition and undamaged
        vi. All safety equipment to be implemented and displayed
        vii. Other

    b. Patrol Screens –
        i. Be erected as per being on patrol
        ii. Correct sponsorship logos displayed and undamaged
            1. Side screens must display official sponsor currently DHL
            2. Rear screen may display Club sponsors as per Sydney Branch branding policy
        iii. Screen material to be in good condition and undamaged
            1. No missing eyelets
            2. Tears or rips
            3. Other where integrity has been breached

        iv. Structure, fixings and supports are in good condition and undamaged
        v. All ropes or ties supporting screens are in good condition and undamaged
        vi. Other

c. Flags – as per list
    i. Not to be damaged or frayed
    ii. Not to be excessively faded
    iii. Not to be dirty, mouldy or covered in marks
d. Patrol Area Signage – as per list
    i. Not to be damaged
    ii. Not to be excessively marked or disfigured
    iii. Not to be dirty, mouldy or unsecured
e. Patrol Uniforms – as per list

f. Surf NSW – Standard Operating Procedures
    i. Must be accessible and presentable
    ii. Acknowledged by gear panel as to the location during the season
g. Club Patrol Operations Manual
    i. Must be accessible and presentable in the patrol area
    ii. Must be current as per commence of season
h. Pocket Books Patrol Guidelines
    i. Must be accessible and displayed in area
i. Log Books
    i. Incident
    ii. Patrol
    iii. IRB

2. First Aid:

a. Rooms
   i. Items to be presented on table or bench in order of list to be marked correct
   ii. All items to be in "Use by date till the end of patrol season" preferably the 1st of May as a minimum
   iii. Items are to be operational for use
   iv. Items not displayed as per list will be marked for re-inspection
   v. Items are to be in line with State requirements as a minimum

b. Kits – Portable
   i. Items to be presented on table or bench in order of list to be marked correct
   ii. All items to be in "Use by date till the end of patrol season" preferably the 1st of May as a minimum
   iii. Items are to be operational for use
   iv. Items not displayed as per list will be marked for re-inspection
   v. Items are to be in line with State requirements as a minimum

c. Kits – Patrol Portable “Bum” Bags
    i. Items to be presented on table or bench in order of list to be marked correct
    ii. All items to be in “Use by date till the end of patrol season” preferably the 1st of May as a minimum
    iii. Items are to be operational for use
    iv. Items not displayed as per list will be marked for re-inspection
    v. Items are to be in line with State requirements as a minimum

d. Kits – Trauma
    i. Items to be presented on table or bench in order of list to be marked correct
    ii. All items to be in "Use by date till the end of patrol season" preferably the 1st of May as a minimum
    iii. Items are to be operational for use
    iv. Items not displayed as per list will be marked for re-inspection
    v. Items are to be in line with State requirements as a minimum

3. Radios:

a. Base Units
    i. Channels are to be in accordance with NSW SLS allocate radio frequencies
    ii. Units are to be able to make contact with all portable units
    iii. Must be operational and in good condition
b. Portable Hand Sets
    i. Channels are to be in accordance with NSW SLS allocate radio frequencies
    ii. Units are to be able to make contact with all portable units
    iii. Must be operational and in good condition
    iv. Water proof coverings are in good condition and operational

Please refer to Appendix B for Radio programming Information

4. Oxygen Units:

Administration – Essential Surfguard information MUST be supplied in full

a. Hard Case:
    i. Meets checklist content requirements
    ii. To be unpacked from unit and laid on a table in order of checklist for verification
    iii. Must be operational for patrol use

b. Soft Case:
    i. Meets checklist content requirements
    ii. To be unpacked from unit and laid on a table in order of checklist for verification
    iii. Must be operational for patrol use
c. Training:
    i. Meets checklist content requirements
    ii. To be unpacked from unit and laid on a table in order of checklist for verification
    iii. Must be operational and marked “Training Only”
d. Suction:
    i. Meets checklist content requirements
    ii. To be unpacked from unit and laid on a table in order of checklist for verification
    iii. Must be operational for patrol use
    iv. Training units to be marked “Training Only”

5. Automatic External Defibrillator (AED's):

a. Patrol
    i. Administration – Essential Surfguard information MUST be supplied in full
    ii. Contents to be displayed in order as per document

b. Training – (*Unit is to have all components in the training unit as required in a patrol unit)*
    i. Administration – Essential Surfguard information MUST be supplied in full
    ii. Contents to be displayed in order as per document
    iii. Training unit and carry case to be clearly marked " Training Only"

6. **Manikins:**
    a. Adult
        i. Units to be clean,
        ii. Chest covers to be free from dirt and marks
        iii. Chest to ensure compression depth identifier operating
        iv. Sterile face to be attached to unit for inflation check
    b. Child
        i. Units to be clean,
        ii. Chest covers to be free from dirt and marks
        iii. Chest to ensure compression depth identifier operating
        iv. Sterile face to be attached to unit for inflation check
    c. Infant
        i. Units to be clean,
        ii. Chest covers to be free from dirt and marks
        iii. Chest to ensure compression depth identifier operating
        iv. Sterile face to be attached to unit for inflation check
    d. Defib
        i. Units to be clean,
        ii. Chest covers to be free from dirt and marks
        iii. Chest to ensure compression depth identifier operating
        iv. Sterile face to be attached to unit for inflation check
        v. Metal tape strip to be in good condition or similar unit to be operational

7. **Spinal:**

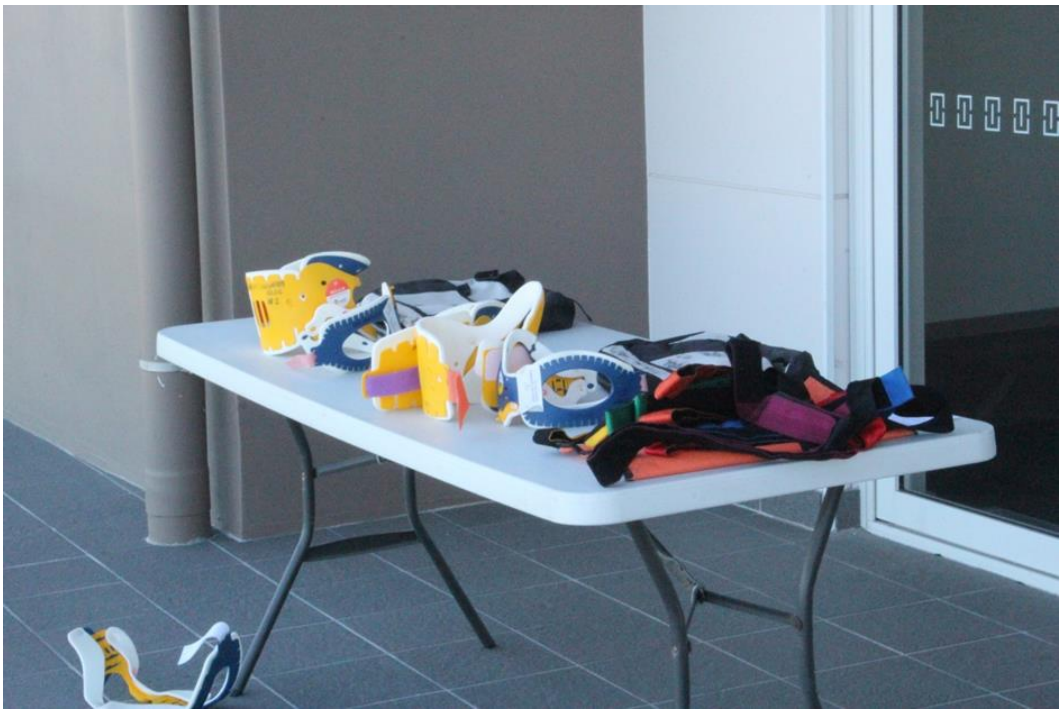
All equipment must be endorsed SLSA equipment

a. Boards
   i. Essential Surfguard information MUST be supplied in full
   ii. To be clearly marked
   iii. To be structurally sound
   iv. Must have straps to accompany board

b. Straps
   i. Essential Surfguard information MUST be supplied in full
   ii. To be clearly marked
   iii. To be structurally sound
   iv. To be laid out for inspection
   v. To be in a numbered carry bag

c. Collars
   i. Essential Surfguard information MUST be supplied in full
   ii. Sets – To be clearly marked
      1. One of all size collars should be marked into sets for patrol or training as a minimum.
      2. Neck collars “should” be presented as a kit
      3. Collars are to be presented flat NOT fixed
      4. Any faults and items will be marked “Discard” and disposed of.
   iii. Spares –
      1. To be entered as individual or presented in packs/kits

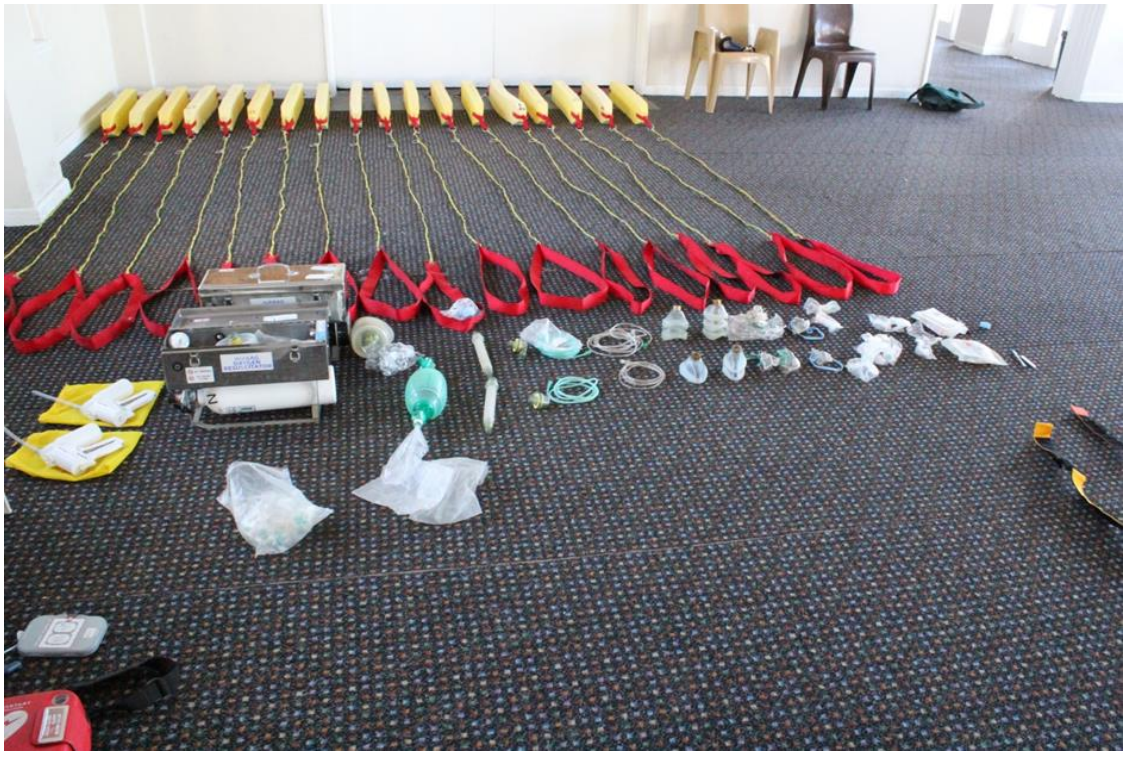
Present similar to this!



DO NOT PRESENT LIKE THIS!

DO NOT PRESENT LIKE THIS!

8. **Rescue Tubes:**
    - **a.** Essential Surfguard information MUST be supplied in full
    - b. All tubes should be labeled with the Club name and numbered for easy identification
    - **c.** Items to be laid and displayed for inspection
    - **d.** Any faults and items will be marked “Discard”



e. What the inspector looks for:

I. No Cuts or major damage to the tube
II. Stitching on webbing should be intact and strong. Tubes with pink webbing may need to be discarded as its strength has been reduced
III. Holes around the eyelet of the halyard or frayed edges of the webbing or halyard warrants the tube being discarded.
IV. Lines should not have knots in them.
V. Frayed webbing needs to be replaced or the tube discarded.
VI. Line attachment to the tube and halyard must be spliced as per the picture below.
VII. Distance between the tw0 rings should be 200mm
VIII. Clips must close automatically when opened.

Example of tube lines and webbing that need repair. These would not pass.

9. **Rescue Boards:**
    - **a.** Essential Surfguard information MUST be supplied in full
    - **b.** Items clearly numbered and displayed
    - **c.** Items to be laid and displayed for inspection
    - **d.** Must be free of all dings and broken Fibreglass. Repairs must be painted regulation yellow.
    - **e.** Pads must be firmly attached
    - **f.** Hand grips must not be broken, frayed or loose
    - **g.** Metal Screw heads (on straps) should not be exposed unless as per manufacturers specification.
    - **h.** Surf Rescue signage should be visible and complete per SLSA specification. It should not be damaged (e.g. missing letters) or substantially faded.
    - i. Must meet all check list requirements

PRESENT LIKE THIS!

NOT LIKE THIS! Trip hazard, not sequential, confined space

10. IRB's:

Items inspected are listed below, but are not limited to Hulls, Ropes, Pontoons, Floor, Floor Boards, Transom, Ropes and Fuel / Fuel Storage. Items need to be presented clean and in one area. The Gear inspection team are not there to setup or assist to get equipment out of storage.

Note:
IRB's are to be inflated, with floorboards out if a soft hull IRB, PFD's available. Please see Appendix D regarding acceptable equipment standard required for an IRB to Pass.

Clubs Must have the right foot strap removed from all IRB's and Holes filed with a marine grade sealant. Remaining straps be adjustable straps as per SLSA guidelines.

Annual Registration of Vessels

The annual registration of 'current vessels' will continue to be a part of the Gear and Equipment Inspection process.

Annual Registration Form An additional Annual Vessel Registration process has been implemented for the 2015/16 Season to allow SLSNSW to accurately assess and document all Surf Life Saving registered vessels operating in NSW, as the NSW Roads and Maritime Services require.

An Annual Registration form is attached to this document in Appendix C . This form is to be completed and returned to SLSNW with copies of the associated Vessels Surfguard Documents, by the Inspection program deadline **15th September 2016.**

Note: All current vessel registration forms and procedures are to be followed as per usual.

11. IRB Motors:

Note : Please refer to the SLSA Gear and Equipment manual for a complete list of approved IRB equipment, this can be found at

http://sls.com.au/sites/sls.com.au/files/Gear%20and%20Equipment%20Manual.pdf

A. Outboard Motor

I. The Restrictor device in all outboards motors MUST be fitted to ensure motors are operating at 25HP.

II. As of July 2011, all newly purchased IRB Motors are delivered from the manufacturer to Clubs in a sealed condition. Clubs are to input the IRB motor seal numbers into Surfguard with all other motor details. These numbers are listed on the seal and are also noted on the motor sealing form your club receives at purchase. For further information regarding the sealing process please the SLSA document "IRB Outboard Motor Sealing Process" on their web at ,

III. https://sls.com.au/sites/sls.com.au/files/Motor%20Sealing%20Procedure.pdf

IV. Older IRB Motors with no seals are not required to be sealed, and seal numbers are not required to be entered into Surf guard. However, please ensure the purchase date is noted on the motor's record in surf guard to avoid any confusions

B. Propellers

All IRB's must be operated using a 4 blade Stainless steel propeller. All 3-blade propellers are to be removed from service.

C. Propellers Guards

All IRB's MUST be operated using a standard (Non hydro-foiled) propeller guard. All hydro foiled propellers must be removed from service.

D. Fuel Cells

The fuel cell inlet and outlet fittings should be of machined brass. These fittings are to be suitably covered to minimize the chance of injury. If cable ties are used to secure hose fittings, then these must be cover with tape or shrink-wrap.

DO NOT PRESENT LIKE THIS!

PRESENT LIKE THIS!

12. ATV's & Trailers – not compulsory *(draft – bonus points for operational equipment)*

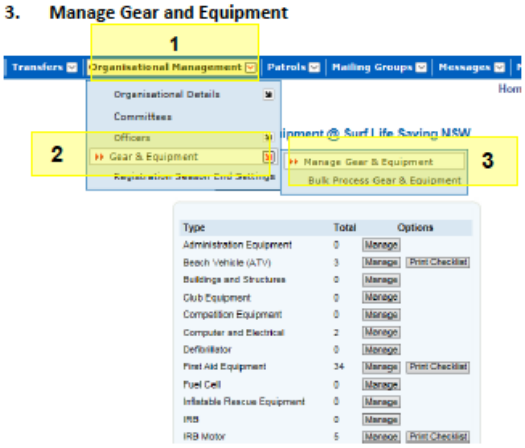
a. Essential Surfguard Information

Updating Gear and Equipment, Inspection Information on Surfguard

When All Gear & Equipment has been successfully inspected, Clubs are required to update the Inspection Status and Date of all Successfully Inspected Equipment in Surf Guard.

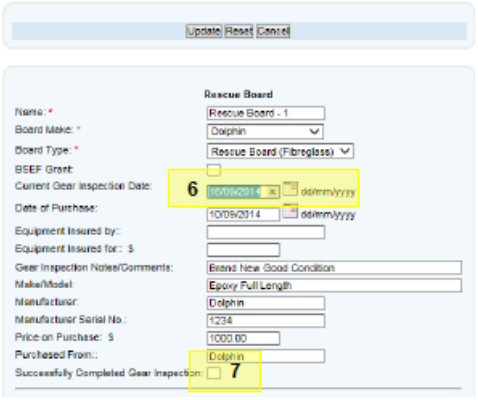
Please follow the steps below, identifying how to complete the required Gear and Equipment information updates on Surfguard. SLNSW requires that all Lifesaving equipment be updated into Surfguard by **5pm Thursday 15th September 2016 Clubs are to notify SLSNSW via the SLSNSW online compliance requirements checklist facility.**
Clubs failing to meet this date will be deemed Non-Compliant and potentially may not be eligible for certain benefits.

Step 1:
Managing Gear and Equipment.
1. **Organisational Management**
2. **Gear and Equipment**
3. **Manage Gear and Equipment**

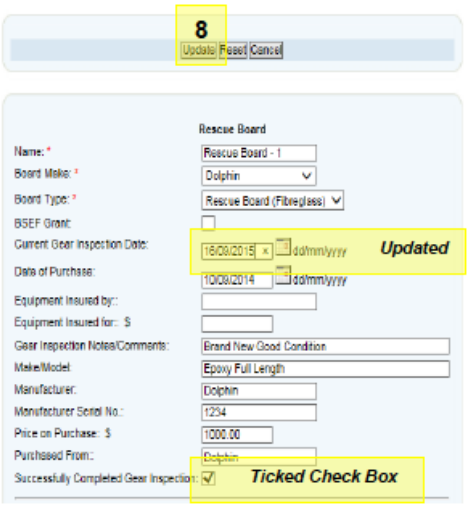


Step 2:
Updating Gear and Equipment Information
4. **Select Gear and Equipment**
   Click on individual Gear and Equipment Types and Items
5. **EDIT**
   Click on individual EDIT Tabs

Step 3:
Updating Gear and Equipment - Inspection Information
6. **Update Gear and Equipment Inspection Date**
   Update to current Inspection Date.
7. **Successfully Completed Gear Inpsection**
   Tick Check Box



Step 4:
Save and Complete
8. **Update**
   Click on Update Tab, to Save



Appendix A - **Sydney Branch Gear Inspection timetable**

Saturday 3rd September 2016 Waverley (am) & Randwick (pm)	
Club	**Saturday**
North Bondi	***BREAKFAST & 8.00 am START***
Bondi	
Tamarama	
Bronte	
Clovelly	
	LUNCH BREAK at Coogee SLSC
Coogee	
Maroubra	
South Maroubra	

Sunday 4th September 2016 Cronulla Sutherland (am) & RNP (pm)	
Club	**Sunday**
Wanda	***BREAKFAST & 8.00 am START***
Elouera	
North Cronulla	
Cronulla	***11.30 am (approx.)***
	LUNCH BREAK at Cronulla SLSC
Era	
Garie	
Burning Palms	

Gear Inspection Team

Kane	Hughes	Joel	Wiseman
Greg	Causer	Marissa	Saunders
Anita	Pryke	Peter	Quartly
Graham	Hill	Matt	Spooner
Glen	Clarke	Michael	Byrne
Peter	Burst	Mark	Wood
Ken	Hudson	Paul	Hotton
Simon	Torsellini	Beck	Mister
Matthew	Evans	Stephen	Urquhart

Appendix B

SLSNSW Approved Radio Communications Service Agents
A Resource for Clubs

Appendix C

SLNSW Vessel Registration Forms

Appendix D

IRB Gear Inspection Guidelines