

# STANDARD OPERATING PROCEDURE



No: C-7-1

Title: **SLSS Gear Inspection APP**

Date: 3 September 2018

<b>Scope</b>	<p>This Procedure applies to</p> <p><i>Clubs and Services using the SLSS Gear Inspection APP and Branch Office Staff</i></p> <p><i>Note : This APP is used in conjunction with SLSA Surfguard Gear and Equipment data base – it does not replace the Surfguard Gear &amp; Equipment tasks which must be completed by Clubs and Services as part of the Annual Compliance Requirements – refer Circular issued by SLSNSW issued annually.</i></p>
<b>Purpose</b>	To define the procedures when using the APP for the annual gear inspection within Sydney Branch Clubs and Services
<b>Introduction</b>	SLSS created the APP to remove the 'paper work' required on the day of inspection by the Branch Gear Inspection Team and Clubs.
<b>Activation</b>	<p><i>APP is accessed via the following</i>  <a href="http://gearinspection.sublime.software/login.asp">http://gearinspection.sublime.software/login.asp</a>  <i>Unique login and passwords are created and set by DOLE and Branch Office for Clubs/Services and Gear Inspection Team and communicated to each prior to the annual gear inspection date.</i></p> <p><i>Branch uploads the Gear &amp; Equipment data from Surfguard to the APP 2 days prior to the annual Gear Inspection date</i></p> <p><i>On the day, the Branch Inspectors and the Club use the APP to record inspects/re-inspects etc.</i></p> <p><i>Area Lifesaving Coordinators/Clubs can use the APP as reference after inspection for re-inspects.</i></p> <p><b>After Gear Inspection :</b>  <i>Branch office will email clubs with a list of re-inspects from the APP (example email)</i>            To each individual club/service            Further to the Gear Inspection held last weekend, please find attached your Clubs re-inspects (reported from the GI APP).  <b>Clubs are reminded</b></p> <ul style="list-style-type: none"> <li>• <b>Discarded</b> equipment needs to be removed from Surfguard Gear &amp; Equipment and from the Club.</li> <li>• <b>Reinspects</b> – <b>Randwick</b> Clubs are to contact the Area Lifesaving Coordinator to arrange for suitable time for re - inspection. All re-inspects must be completed prior to patrols commencing.</li> <li>• <b>As per SLSNSW Compliance Circular 3559</b> - Surfguard Gear &amp; Equipment must be finalised and updated <b>by 5pm Thursday 27<sup>th</sup> September 2018</b> and clubs must notify SLSNSW that this has been done via the following link <a href="https://form.iotform.co/81900851581861">https://form.iotform.co/81900851581861</a></li> </ul> <p><b>Information for Area Lifesaving Coordinator</b></p> <ul style="list-style-type: none"> <li>• Once the reinspects have been completed the inspectors are required to update the Gear Inspection App and advise Branch Office E: <a href="mailto:lifesaving@surflifesavingsydney.com.au">lifesaving@surflifesavingsydney.com.au</a></li> </ul>

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***After the completion of Annual Gear Inspection – Clubs/Services update SURFGUARD data base as per compliancy requirements NOT THE APP.***

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*A report of results from the APP will be reported immediately after the Annual Gear Inspection day and this is then used for the results Branch AOE where an overall winner of Gear Inspection is presented.*

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**Additional information** *As issued and required pre gear inspection annually by Branch office*

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**Review** *The DOLE will review this policy annually.*

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**Change History** *3/9/2018 – created by Branch Office & DOLE*

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**Attachments/Reference** *SLSNSW Circular 3359 as an example of compliancy requirements*  
*SLSNSW Circular 3560 Gear & Equipment as an example*

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