

Gear Inspection Guidelines 2020/2021

Version Control	
Season	Reviewed By & Date
2015-2016	Original issue 27/7/2015
	V2 Updated 7 August 2015
2016-2017	LSEC August 2016
2017-2018	M.Spooner LSM August 2017
2018-2019	M.Spooner LSM August 2018
2019-2020	J.Towns LSM August 2019
2020-2021	S.Muir LSM August 2020

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:

- A COVID-19 Safety Plan 2020 (refer Appendix F) has been produced by SLSS for Clubs and Gear Inspection Team for on the day of the Annual Gear Inspection. Clubs to submit copy of their Club COVID-19 Safety Plan to Branch Office prior to 5 September 2020.
- The Club Gear Steward or a club Representative must be available to the Sydney Branch gear inspectors on the day of inspection 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.
- **PRIOR TO GEAR INSPECTION:** Clubs to ensure Surfguard Gear & Equipment is updated ready for inspection of equipment by **COB Tuesday 1 September 2020** for Branch to upload the information into the SLSS Gear Inspection APP.
- SLSS Lifesaving Area Coordinators and Lifesaving Manager conducted a review of Gear Inspection during 2020 with some recommendations which were presented to LSEC July 2020 and accepted. These changes are referenced within this document and summary provided in Appendix E.

Equipment Grading

All frontline patrolling gear and equipment will be inspected and graded by a Branch Gear Inspection Team member 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 and equipment items details in Surfguard. The equipment condition trading 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)

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 Date

The Sydney Branch gear inspection date is **5 September 2020**.

C. Gear Inspection Format 2020

Sydney Branch will be conducted under the same process of last season – over one day. The format split teams for the inspection, with North Bondi – Cronulla and services being inspected by one large team, and a smaller team inspecting the RNP Clubs. This format has been adapted to minimize the time taken by the GI Process.

D. Gear Inspection APP

Branch Gear Inspection Team will utilize the Sydney Branch Gear Inspection App during the inspection process. This application provided a major improvement in productivity and cut down the time required by the GI considerably. Results will be recorded in the App and reinspects and the like will be provided to the club's by the Branch Office after inspection date. All clubs will be provided with their SLSS Gear Inspection APP log in details by email from Branch Office.

E. Branch Inspection Panel/Team

The Branch appointed 'Gear Inspectors' will complete all inspections. **Only equipment inspected and passed and updated on Surfguard can be used on patrol.**

F. Stickers are no longer used or required for equipment that has been successfully passed. 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



G. Challenge of Assessed equipment by Inspection Panel members and Club

Decision will be final on the day by DOL/ LS Manager on the day. The DOL/ LSM will be available at the end of each clubs inspection to discuss live results with the Gear Steward or Club Captain.

H. Re-Inspections

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

I. Supporting Documentation

The following information can be found in SLSA Members area – document library :

- SLSA Policy 1.06 Gear & Equipment Policy
- SLSA Policy 1.05 Patrol Uniforms
- SLSA Gear & Equipment Manual
- SLSA Equipment Branding Guidelines
- SLSA Procedure IRB Outboard Motor Sealing (updated July 2017)

Further information can be found on SLSNSW website

[SLSNSW SOPs Version 6 December 2019](#)

<http://www.surflifesaving.com.au/resources/gear-and-equipment>

<https://www.surflifesaving.com.au/sites/site.test/files/Circular%203644%20-%202020-21%20SLSNSW%20Annual%20Gear%20%26%20Equipment%20Inspections%20Program.pdf>

<https://www.surflifesaving.com.au/sites/site.test/files/Memo%202020-2021%20Radio%20Servicing%20Arrangements.pdf>

This SLSS document and all Appendix documents will be available to download from the SLSS website

<http://surflifesavingsydney.com.au/lifesaving/gear-inspection/>



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.: M7772128-3JBKGNHXDJ
 Maximum Capacity (POB):
 Notes: M7772128-3JBKGNHXDJ000406
 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 indicators 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 defibrillator (and protective case) clearly labelled: "TRAINING USE ONLY"
APPROVAL STICKER



3. IRB Motors

IRB Motor	
IRB Motor - 2	Name: IRB Motor - 2
IRB Motor - 3	BSEF Grant: []
IRB Motor - 4	Current Gear Inspection Date: 30/08/2014
IRB Motor - 5	Date of Purchase:
IRB Motor - 6	Equipment Insured by::
IRB Motor - 7	Equipment Insured for: \$
IRB Motor - 8	Gear Inspection Completed by:: Ken Hodson
IRB Motor - 9	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	Name: Lifejacket - 1
Lifejacket - 10	Age in Years: 1
Lifejacket - 11	BSEF Grant: []
Lifejacket - 12	Colour: Red
Lifejacket - 13	Current Gear Inspection Date: 30/08/2014
Lifejacket - 14	Date of Purchase: 10/09/2014
Lifejacket - 15	Gear Inspection Completed by:: self
Lifejacket - 16	Gear Inspection Notes/Comments: new
Lifejacket - 17	Item Description: Medium
Lifejacket - 18	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	Name:	Manikin - 1
Manikin - 10	Current Gear Inspection Date:	30/08/2014
Manikin - 11	Date of Purchase:	
Manikin - 12	Equipment Insured by::	
Manikin - 13	Equipment Insured for:: \$	
Manikin - 14	Gear Inspection Completed by::	J McNamara
Manikin - 15	Gear Inspection Notes/Comments:	P
Manikin - 2	Item Description:	
Manikin - 4	Make/Model:	
Manikin - 5	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	Name:	Oxygen Resuscitator - 1
Oxygen Resuscitator - 2	BSEF Grant:	[]
Oxygen Resuscitator - 3	Current Gear Inspection Date:	30/08/2014
Oxygen Resuscitator - 4	Date of Purchase:	01/05/2006
Oxygen Resuscitator - 5	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 Re-Programming

CLUB RADIOS

- If club radios are re-programmed this year, there are several refinements to the radio profiles detailed below.
- All Far North Coast radios that are compatible with DMR must be re-programmed with DMR protocols, as the radio network will change from analogue to digital within the branch this season.

Refer to [SLSNSW Memo Radio Servicing 2020-21](#)

Radio	
Radio - 1	Name: Radio - 1
Radio - 10	BSEF Grant: []
Radio - 11	Current Gear Inspection Date: 30/08/2014
Radio - 12	Date of Purchase: 01/09/2009
Radio - 13	Equipment Insured by::
Radio - 14	Equipment Insured for:: \$
Radio - 16	Gear Inspection Completed by:: Deuce
Radio - 2	Gear Inspection Notes/Comments:
Radio - 4	Item Description:
Radio - 6	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	Name: Rescue Board - 1
Rescue Board - 10	Board Make: Dolphin
Rescue Board - 11	Board Type: Rescue Board (Fibreglass)
Rescue Board - 13	BSEF Grant: []
Rescue Board - 14	Current Gear Inspection Date: 30/08/2014
Rescue Board - 15	Date of Purchase: 01/09/2013
Rescue Board - 16	Equipment Insured by::
Rescue Board - 17	Equipment Insured for:: \$
Rescue Board - 18	Gear Inspection Notes/Comments:
Rescue Board - 19	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

Rescue Tube	
Rescue Tube - 10	Name: Rescue Tube - 10
Rescue Tube - 11	BSEF Grant: []
Rescue Tube - 12	Current Gear Inspection Date: 30/08/2014
Rescue Tube - 13	Date of Purchase:
Rescue Tube - 17	Equipment Insured by::
Rescue Tube - 18	Equipment Insured for:: \$
Rescue Tube - 19	Gear Inspection Completed by::
Rescue Tube - 2	Gear Inspection Notes/Comments:
Rescue Tube - 22	Manufacturer:
Rescue Tube - 23	Price on Purchase: \$ 110
	Successfully Completed Gear Inspection: [x]
	Tube Make: SLSA (Online Shop)

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

10. Spinal Equipment

Spinal Equipment	
Spinal Neck Braces - 1	Name: Spinal Neck Braces - 1
Spinal Neck Braces - 2	Amount:
Spinal Neck Braces - 3	BSEF Grant: []
	Current Gear Inspection Date: 30/08/2014
	Date of Purchase:
	Gear Inspection Completed by::
	Gear Inspection Notes/Comments: P
	Item Description:
	Make/Model:
	Manufacturer:
	Notes:
	Purchased From::
	Successfully Completed Gear Inspection: [x]

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

11. Suction Equipment

Suction Equipment (manual)	
Suction Equipment (manual) - 1	Name: Suction Equipment (manual) - 1
Suction Equipment (manual) - 2	BSEF Grant: []
Suction Equipment (manual) - 3	Current Gear Inspection Date: 30/08/2014
Suction Equipment (manual) - 4	Date of Purchase: 07/09/2010
Suction Equipment (manual) - 5	Gear Inspection Completed by:: G Clarke
	Gear Inspection Notes/Comments:
	Suction Equipment Make: Res-Q-Vac

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

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

First Aid Equipment Room list as per Appendix E - SLSS Gear Inspection Review 2020 the following has been amended

- a. OP Airway sizes to allow for varying colours
- b. Non-Adherent wound dressing / pad to be standardised to “at least 10 of varying sizes”
- c. Disposable gloves to be standardised to just that – “Disposable Nitrile Examination Gloves”.
- d. “Adult and child Resuscitation mask
- e. Resuscitation Chart showing checks. DRABCD Chart
- f. Stock of Surgical Masks

# P	# R	# D	# Stickers
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SLNSW provided list as per Circular with SLSS additions if applicable

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: - 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 <u>wool</u>	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		
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: - 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.



13. First Aid Kit Equipment

First Aid Equipment

Name: First Aid Equipment - 1
 BSEF Grant: []
 Current Gear Inspection Date: 14/08/2014
 Date of Purchase:
 Equipment Insured by:
 Equipment Insured for: \$
 Gear Inspection Completed by: Peter Quarity
 Gear Inspection Notes/Comments:
 Item Description: Patrol Kit - completed kit as per SLSNSW lists
 Last Service on:
 Make/Model:
 Manufacturer:
 Manufacturer Serial No.:
 Notes:
 Price on Purchase: \$
 Purchased From:
 Service Due:
 Service notes:
 Successfully Completed Gear Inspection: [x]

First Aid Equipment list as per Appendix E - SLSS Gear Inspection Review 2020 the following has been ammended

- (3) Resus Fac Mask required per kit in light of COVID environment
- Disposable gloves to be standardised to just that – “Disposable Nitrile Examination Gloves”.
- Non-Adherent wound dressing / pad to be standardised to “at least 10 of varying sizes”



# P	# R	# D	# Stickers
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SLSNSW provided list as per Circular with SLSS additions if applicable

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 (eg, 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 SL5 Incident Report Logbook	Logs all incidents that require first aid treatment	1				
Plastic bags, small, medium and large, clip seal – 2 of each	Amputated parts & storage	6 in total				
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 disposable examination gloves	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 (st/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 9cm)				
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)	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 ampoules				
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				



14. Patrol Equipment

<https://www.surflifesaving.com.au/resources/lifesaving-sops>

Patrol Equipment list as per Appendix E - SLSS Gear Inspection Review 2020 the following has been ammended

- Four (4) handheld radios in (2) waterproof bags (unless radios are waterproof)
- Whistle to be a personal item
- Revise one (1) First Aid Bum Bag to three (3) due to COVID
- Remove listing “ 1 x pair of Signal Flags” as this duplicates “2 x Signal Flags (orange with Blue Stripe)
- Loud Hailer / PA required
- SLNSW SOP required at club
- POM hard copy required for Patrol
- E-PC Flipbook acceptable if can be shown to be downloaded on phone / tablet
- Patrol Log Books – still required

#		#		#		
F		R		D		

SLNSW list with SLSS additions if applicable

PATROL EQUIPMENT

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

SLNSW 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 Season:

Primary Patrolling Equipment	SLNSW SOP (V.6) References	V
2 x RED and YELLOW feathered patrol flags (<i>support bases optional</i>)	L55.4 WATER SAFETY FLAGS	
2 x BLACK and WHITE quartered flags (<i>support bases optional</i>) Including: affixed "Surf Craft Prohibited" signage	L55.4 WATER SAFETY FLAGS	
1 x Inflatable Rescue Boat (IRB) Including: 25HP outboard motor, fuel bladder and accessories		
2 x Level 50 SLSSA approved lifejackets (PFD)		
4 x handheld radios. 2 of which in waterproof bags (Patrol Captain, Patrol Vice-Captain and IRB Driver)	L56.2 RADIO SPECIFICATIONS	
1 x All-Terrain Vehicle (ATV) or Vehicle (<i>where applicable</i>)	L55.2 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)	L55.7 AUTOMATIC EXTERNAL DEFIBRILLATORS	
1 x oxygen resuscitator kit	L55.6 OXYGEN RESUSCITATION EQUIPMENT	
1 x first aid kit (<i>including sharps container</i>)	L55.5 FIRST AID EQUIPMENT	
1 x spinal board		
1 x pair swim fins		
3 x First aid bum bags Including: gloves, pen, notepad, resuscitation mask, triangular bandage, procedure guide flip book.		
1 x loud hailer/ PA system		
1 x emergency evacuation alarm (<i>loud hailer applicable</i>)	L58.1 EMERGENCY BEACH CLOSURE	
2 x signal flags (<i>orange with blue stripe</i>)	L55.4 WATER SAFETY FLAGS	
1 x emergency evacuation flag (<i>red and white quartered</i>)	L55.4 WATER SAFETY FLAGS	
Access to sunblock/ sun cream (min: SPF 30+)		
Primary Patrolling Signage (available)		
2 x "Rescue Craft Access Area" mobile signs (<i>IRB/RWC operating</i>)	L55.3 WATER SAFETY SIGNAGE	
2 x "Swimming Not Advised" mobile signs	L55.3 WATER SAFETY SIGNAGE	
2 x "Beach closed" mobile signs	L55.3 WATER SAFETY SIGNAGE	
2 x "Blue Bottle" mobile sign	L55.3 WATER SAFETY SIGNAGE	
Primary Patrolling Resources (access to)		
SLNSW Standard Operating Procedures Hard Copy located in Clubhouse		
Patrol Operations Manual Hard Copy	L53.9 PATROL OPERATIONS MANUALS	
Patrol Captain's Procedure Guide flip book (<i>e-copy available if can shown on phone / tablet</i>)		
Patrol Log Book	L52.1 INFORMATION MANAGEMENT/ SURFGUARD	
Incident Log Book	L52.1 INFORMATION MANAGEMENT/ SURFGUARD	
IRB Log Book	L52.1 INFORMATION MANAGEMENT/ SURFGUARD	

Signed: _____ Date: _____



15. IRB

IRB	
IRB - 1	Name: IRB - 1
IRB - 2	BSEF Grant: []
IRB - 3	Current Gear Inspection Date: 30/08/2014
IRB - 4	Date of Purchase:
IRB - 5	Equipment Insured by::
IRB - 6	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, 1xscrew)
Pressure Gauge (1/boat type)
APPROVAL STICKER

16. Haemorrhage Kit

[As per memo sent to Clubs 06/08/2019](#)

Shark Bag/Major Haemorrhage Kit	
Shark Bag/Major Haemorrhage Kit - 1	Name: Shark Bag/Major Haemorrhage Kit - 1
	BSEF Grant: []
	Current Gear Inspection Date: 15/09/2018
	Equipment Condition: Excellent

ITEM	REQ
C.A.T TOURNIQUET	2
ISRAELI BANDAGE 17cm x 15cm	2
ISRAELI Abdominal/PRESSURE BAR 30cm x 30cm	1
BLANKET THERMAL	1
SHEARS	1
SAFETY GLASSES CLEAR	2
GLOVES	3
CREPE BANDAGE 15cm x 1.6m	3
TRIANGULAR BANDAGES	3
UNIVERSAL DRESSINGS LARGE 750 x 200mm	2
BAG	1



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 – not required for inspection day



- 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 commencement 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



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:

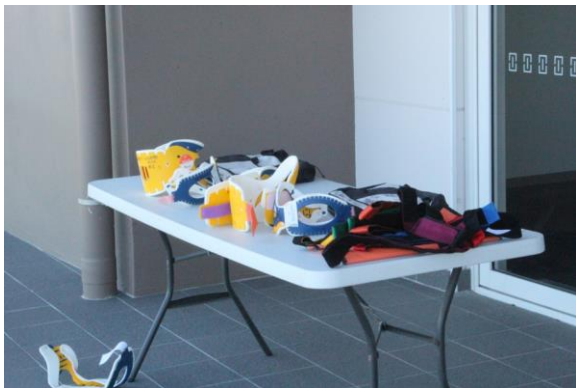
All equipment must be endorsed SLSA equipment

- 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



Present similar to 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 two O 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 - Refer **Appendix C**

Extract from SLSNSW website

Vessel Registrations

Under NSW Roads and Maritime Services (RMS) regulations it is illegal to operate an unregistered vessel. SLSNSW holds a special exemption which allows clubs/branches to register their vessels internally (with SLSNSW) – saving considerable workload on members. Please see outline of process below;

Existing Vessels: Complete an Annual Gear and Equipment Inspection of the vessel. Club to log details on SurfGuard.

Existing vessels which are not on SurfGuard: Complete the 'SLSNSW Vessel Registration Application Form' and return to SLSNSW. Clubs are required to update information in SurfGuard.

New vessels: Complete the 'SLSNSW Vessel Registration Application Form' and return to SLSNSW. SLSNSW will issue a vessel registration number (SR number). Clubs are required to update information in SurfGuard.

Vessels being sold or disposed of: Complete the 'Transfer of Vessel Registration Form' and return to SLSNSW. Remove SR numbers and SLS signage before selling or disposing of vessel. Clubs are required to update information in SurfGuard.

Please email all forms to lifesaving@surflifesaving.com.au

11. IRB Motors:

Note : Please refer to the SLSA Gear and Equipment manual for a complete list of approved IRB equipment.

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" via members area login
- III. https://members.sls.com.au/SLSA_Online/modules/login/index.php
- 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

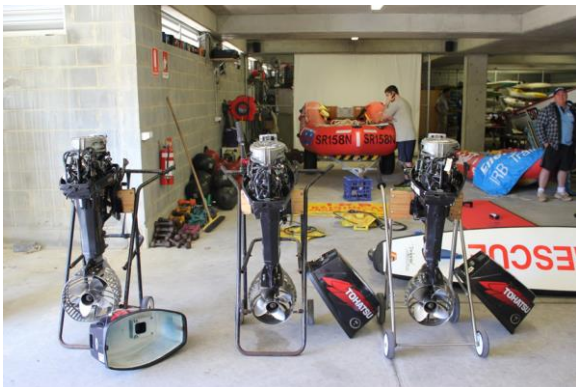
All IRB's must be operated using a 4 blade Stainless steel propeller. All 3-blade propellers are to be removed from service.

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.



PRESENT LIKE THIS



DO NOT PRESENT LIKE THIS! -

except Motors in tank is ok as need to be started on the day of inspection

12. ATV's & Trailers – not compulsory

a. Essential Surfguard Information

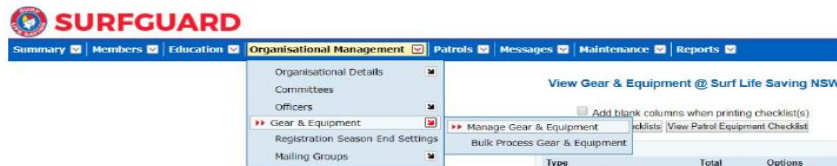


Updating Gear and Equipment, Inspection Information on SurfGuard

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.

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:

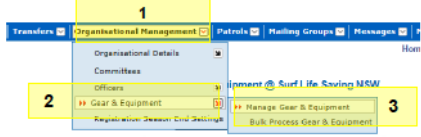
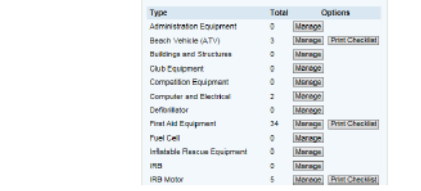


As per the SurfGuard "Manage Gear and Equipment" page and the SLSNSW SOP's (L53.3) the **minimum equipment that must be updated in SurfGuard** include:

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 unreparable 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 unreparable 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 unreparable 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

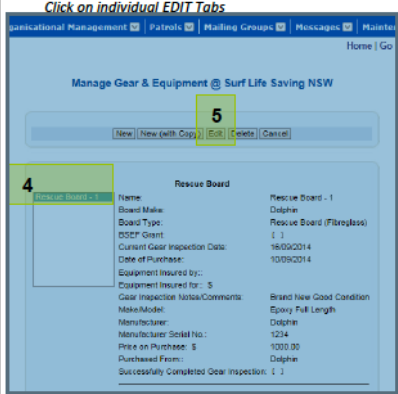
Step 1:
Managing Gear and Equipment.

1. Organisational Management
2. Gear and Equipment
3. Manage Gear and Equipment

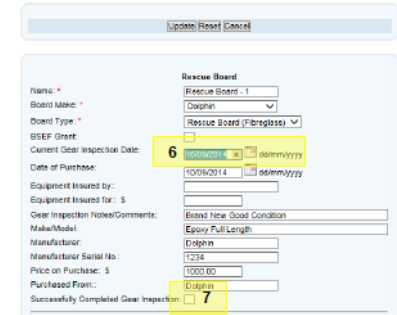
Step 2:
Updating Gear and Equipment Information

4. Select Gear and Equipment
Click on individual Gear and Equipment Types and Items
5. EDIT
Click on individual EDIT Tabs



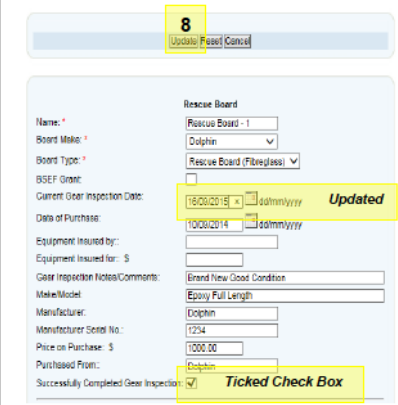
Step 3:
Updating Gear and Equipment - Inspection Information

6. Update Gear and Equipment Inspection Date
Update to current Inspection Date.
7. Successfully Completed Gear Inspection
Tick Check Box



Step 4:
Save and Complete

8. Update
Click on Update Tab, to Save



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

Gear and Equipment Inspection - Clubs
 Complete the annual Gear and Equipment Inspection process. Refer to the Annual Gear and Equipment Inspections Circular for further details.

5pm - Thursday, 17th September 2020

Clubs failing to meet this date will be deemed Non-Compliant and potentially may not be eligible for certain benefits.

[SLNSW Circular 3642 – Annual Requirements for Clubs and Branches to be compliant with SLNSW Season 2020-21](#)



Appendix A

Sydney Branch Gear Inspection Timetable & Team

Saturday 5 September 2020 (All areas and including Services)

Proposed Schedule

Saturday 5 September 2020	
Club	
North Bondi	<i>BREAKFAST & 7.30 am START</i>
Support Ski 4	
Bondi	
Tamarama	
Bronte	
Clovelly	
Coogee	
Maroubra	
South Maroubra	LUNCH BREAK
Support Ski 3	(pending location at the time)
Surf Rescue 30	
Wanda	
Elouera	
North Cronulla	
Cronulla	
Support Ski 2, 1	
Era	
Garie	
Burning Palms	

Gear Inspection Team 2020

Last Name	First Name
Burst	Peter
Carter	Phillip
Clarke	Glen
Cooper	Paul
Daly	Gary
Feakes	Rachel
Furniss	Brett
Grima	Keith
Hotton	Paul
Howie	Craig
Monteverde Estaba	Alejandro

Muir	Scott
Ozsdolay	Nikki
Pearce	Margaret
Pearce	Peter
Pryke	Anita
Quartly	Peter
Short	Robert
Skjeime	Owen
Spooner	Matt
Towns	Jackson
Wood	Mark

SLSS Duty Officers and Rescue Coordinators will also be joining the inspections along the way namely – George Shales, Matt Evans, John Restuccia, Damien Woods, Gerry Stephenson, Michael Byrne, James McLennan



Appendix B

SLSNSW Radio Programming Procedures

Document can be viewed/downloaded from the following link

<http://surflifesavingsydney.com.au/wp-content/uploads/2020/08/Appendix-B-SLSNSW-Memo-2020-2021-Radio-Servicing-Arrangements.pdf>

Appendix C

SLNSW Vessel Registration Forms

Extract from SLSNSW website

Vessel Registrations

Under NSW Roads and Maritime Services (RMS) regulations it is illegal to operate an unregistered vessel. SLSNSW holds a special exemption which allows clubs/branches to register their vessels internally (with SLSNSW) – saving considerable workload on members. Please see outline of process below;

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New vessels: Complete the 'SLSNSW Vessel Registration Application Form' and return to SLSNSW. SLSNSW will issue a vessel registration number (SR number). Clubs are required to update information in SurfGuard.

Vessels being sold or disposed of: Complete the 'Transfer of Vessel Registration Form' and return to SLSNSW. Remove SR numbers and SLS signage before selling or disposing of vessel. Clubs are required to update information in SurfGuard.

Please email all forms to lifesaving@surflifesaving.com.au

New Vessel Registration forms can be found on SLSNSW website at the following link
<https://www.surflifesaving.com.au/sites/site.test/files/New%20Vessel%20Registration%20Application%20Form.pdf>

Transfer of Vessel Form can be found on SLSNSW website at the following link
<https://www.surflifesaving.com.au/sites/site.test/files/2019%20Transfer%20Of%20Vessel%20Registration%20Form.pdf>



Appendix D

Sydney Branch IRB Gear Inspection Guidelines

<http://surflifesavingsydney.com.au/wp-content/uploads/2020/08/Appendix-D-Sydney-Branch-IRB-Gear-Inspection-Guide.pdf>

Appendix E

Sydney Branch Gear Inspection Review 2020

<http://surflifesavingsydney.com.au/wp-content/uploads/2020/08/Appendix-E-Sydney-Branch-Gear-Inspection-Review-Document-July-2020.pdf>

Appendix F

SLSS Gear Inspection COVID-19 Safety Plan 2020

<http://surflifesavingsydney.com.au/wp-content/uploads/2020/08/Appendix-F-SLSS-Gear-Inspection-COVID-19-Safety-Plan-FINAL-2020.pdf>



#		#		#			
F		R		D			

SLSNSW list with SLSS additions if applicable

PATROL EQUIPMENT

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

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 Season:

Primary Patrolling Equipment	SLSNSW SOP (V.6) References	√
2 x RED and YELLOW feathered patrol flags (<i>support bases optional</i>)	LS5.4 WATER SAFTEY FLAGS	
2 x BLACK and WHITE quartered flags (<i>support bases optional</i>) Including: affixed "Surf Craft Prohibited" signage	LS5.4 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>)		
4 x handheld radios. 2 of which in waterproof bags (Patrol Captain, Patrol Vice-Captain and IRB Driver)	LS6.2 RADIO SPECIFICATIONS	
1 x All-Terrain Vehicle (ATV) or Vehicle (<i>where applicable</i>)	LS5.2 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>)	LS5.7 AUTOMATIC EXTERNAL DEFIBRILLATORS	
1 x oxygen resuscitator kit	LS5.6 OXYGEN RESUSCITATION EQUIPMENT	
1 x first aid kit (<i>including sharps container</i>)	LS5.5 FIRST AID EQUIPMENT	
1 x spinal board		
1 x pair swim fins		
3 x First aid bum bags Including: gloves, pen, notepad, resuscitation mask, triangular bandage, procedure guide flip book.		
1 x loud hailer/ PA system		
1 x emergency evacuation alarm (<i>loud hailer applicable</i>)	LS8.1 EMERGENCY BEACH CLOSURE	
2 x signal flags (<i>orange with blue stripe</i>)	LS5.4 WATER SAFTEY FLAGS	
1 x emergency evacuation flag (<i>red and white quartered</i>)	LS5.4 WATER SAFTEY FLAGS	
Access to sunblock/ sun cream (min: SPF 30+)		
Primary Patrolling Signage (<i>available</i>)		
2 x "Rescue Craft Access Area" mobile signs (<i>IRB/RWC operating</i>)	LS5.3 WATER SAFTEY SIGNAGE	
2 x "Swimming Not Advised" mobile signs	LS5.3 WATER SAFTEY SIGNAGE	
2 x "Beach closed" mobile signs	LS5.3 WATER SAFTEY SIGNAGE	
2 x "Blue Bottle" mobile sign	LS5.3 WATER SAFTEY SIGNAGE	
Primary Patrolling Resources (<i>access to</i>)		
SLSNSW Standard Operating Procedures Hard Copy located in Clubhouse		
Patrol Operations Manual Hard Copy	LS3.9 PATROL OPERATIONS MANUALS	
Patrol Captain's Procedure Guide flip book (<i>e-copy available if can shown on phone / tablet</i>)		
Patrol Log Book	LS2.1 INFORMATION MANAGEMENT/ SURFGUARD	
Incident Log Book	LS2.1 INFORMATION MANAGEMENT/ SURFGUARD	
IRB Log Book	LS2.1 INFORMATION MANAGEMENT/ SURFGUARD	

Signed: _____ Date: _____

# P	# R	# D	# Stickers
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SLSNSW provided list as per Circular with SLSS additions if applicable

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		
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.

Signed _____ Date _____

SLNSW provided list as per Circular with SLSS additions if applicable

FIRST AID KITS

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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 – 2 of each	Amputated parts & storage	6 in total				
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 disposable examination gloves	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				

Signed _____ Date _____