



# Sydney Branch Gear Inspection Guidelines 2015/2016 V2

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

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](http://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 **29<sup>th</sup> and 30<sup>th</sup> August 2015**. 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](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](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.: M7772128-3JBKGNIXDJ
	Maximum Capacity (POB):
	Notes: M7772128-3JBKGNIXDJ000406
	Price on Purchase: \$ 14000.00
	Purchased From:: SLISA
	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	Name: Defibrillator - 1
Defibrillator - 2	BSEF Grant: [ ]
Defibrillator - 3	Current Gear Inspection Date: 30/08/2014
Defibrillator - 4	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

Mankin	
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	
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

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.*

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

### 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		
Bum 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

First Aid Equipment	
First Aid Equipment - 1	Name: First Aid Equipment - 1
First Aid Equipment - 2	BSEF Grant: [ ]
First Aid Room	Current Gear Inspection Date: 14/08/2014
	Date of Purchase:
	Equipment Insured by:
	Equipment Insured for: \$
	Gear Inspection Completed by: Peter Quartly
	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]

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 there 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

# F	# R	# D	# Stickers
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### PATROL EQUIPMENT

P = Pass / F = Fair / R = Re-inspect / D = Discard ☐ = Compulsory Surfguard Information

INSPECTION CHECKLIST	QTY	P / F / R / D
Patrol Area Flags	2	
Patrol Feathers (Optional)	2	
Signs:		
Swimming Prohibited	1	
Surf Craft Prohibited	2	
Surf Rescue Craft Training	2	
Signal Flags	2	
Patrol Shirts – DHL only		
<i>Note Club's method of patrol uniform distribution, and extras store</i>		
Patrol Shorts – DHL only		
Patrol Caps		
Whistles	2 (min)	
<i>Note this is included in bum bags</i>		
Swim Fins (pairs)	2 pair	
Blanket	1	
<i>In addition to space blanket (spinal equipment)</i>		
Emergency Evacuation Alarm	1	
<i>Tested (unless provided by Council)</i>		
Emergency Evacuation Flag	1	
Loud HallenPA System	1	
<i>Tested</i>		
IRB Safety Signs	2	
Sun Block Cream	2	
<i>SFPF 30+ - 1 litre for patrol members</i>		
Patrol Log (Book)	1	
<i>Sample Log to be given to Supervisor</i>		
Incident Report Log (Book)	1	
Patrol Shelter/Tent	1	
<i>In good working order, with all necessary parts</i>		
Tent Pegs (if required)	4/5	
Tent Ropes (if required)	4/5	
Communicable Disease Kit (Patrol Bum Bags)	Min 4 or as per Branch reqs.	
<i>1 x Resuscitation Pocket Mask with one way valve</i>		
<i>3 x pair Surgical gloves</i>		
<i>1 x pair Disposable Goggles (as per Branch reqs)</i>		
<i>1 x Triangular bandage</i>		
<i>1 x Notebook &amp; 1 pen/pencil</i>		
<i>1 x Whistle</i>		
Operable Binoculars		
<i>(7 x 50 or similar)</i>		
SOP / Policy Manual		
<i>Refer to state requirements</i>		
Spinal Board	1	
<i>As per SLISA requirement</i>		
Spinal Board Straps	1	
<i>Optional as per SLISA requirement</i>		
Stretcher	1	
<i>Optional as per SLISA requirement</i>		
Space Blanket	1	
<i>In addition to regular blanket (patrol equipment)</i>		

*Note: If any of the equipment is provided by the governing authority (e.g. Council) enter "P" for pass.*

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

## 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, 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 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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

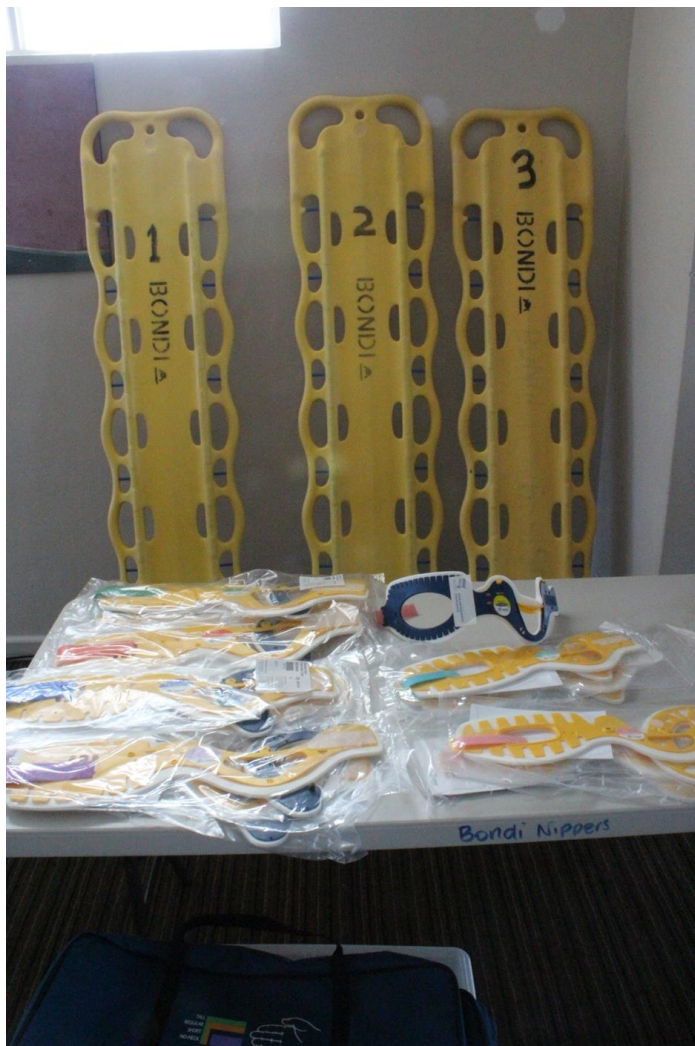


**Present similar to this!**





**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 two 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 SLSNSW with copies of the associated Vessels Surfguard Documents, by the Inspection program deadline **17th September 2015**.

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 see 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 covered 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 the 17<sup>th</sup> September – 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

Type	Total	Options
Administration Equipment	0	[Manage]
Beach Vehicle (ATV)	3	[Manage] [Print Checklist]
Buildings and Structures	0	[Manage]
Club Equipment	0	[Manage]
Competition Equipment	0	[Manage]
Computer and Electrical	2	[Manage]
Defibrillator	0	[Manage]
First Aid Equipment	24	[Manage] [Print Checklist]
Fuel Cell	0	[Manage]
Inflatable Rescue Equipment	0	[Manage]
IRB	0	[Manage]
IRB Motor	5	[Manage] [Print Checklist]

### 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*

## Appendix A - Sydney Branch Gear Inspection timetable

<b>Saturday 29<sup>th</sup> August 2015</b> <b>Waverley (am) &amp; Randwick (pm)</b>	
<b>Club</b>	<b>Saturday</b>
North Bondi	<b><i>BREAKFAST &amp; 8.00 am START</i></b>
Bondi	
Tamarama	
Bronte	
Clovelly	
	<b><i>LUNCH BREAK at Coogee SLSC</i></b>
Coogee	
Maroubra	
South Maroubra	

<b>Sunday 30<sup>th</sup> August 2015</b> <b>Cronulla Sutherland (am) &amp; RNP (pm)</b>	
<b>Club</b>	<b>Sunday</b>
Wanda	<b><i>BREAKFAST &amp; 8.00 am START</i></b>
Elouera	
North Cronulla	
Cronulla	<b><i>11.30 am (approx.)</i></b>
	<b><i>LUNCH BREAK at Cronulla SLSC</i></b>
Era	
Garie	
Burning Palms	

<b>Gear Inspection Committee</b>  <i>(4 LS Supervisors &amp; 12 to be elected)</i>  <i>Expression of Interest</i>   <i>Lifesaving Supervisor Randwick</i> <i>Lifesaving Supervisor Cronulla/Sutherland</i> <i>Lifesaving Supervisor RNP</i>	Gregory	Causer
	Peter	Quartly
	Christopher	Thompson
	Jennifer	McNamee
	John	McNamee
	Graham	Hill
	Ken	Hudson
	Kane	Hughes
	Glen	Clarke
	Peter	Carney
	Peter	Burst
	Matthew	Spooner
	Michael	Byrne
	Mark	Wood



## Appendix B

### **SLSNSW Approved Radio Communications Service Agents A Resource for Clubs**

## Appendix C

### **SLNSW Vessel Registration Forms**

## Appendix D

### **IRB Gear Inspection Guidelines**