



Gear Inspection Guidelines 2024-25

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
2021-2022	S.Muir LSM August 2021
2022-2023	M Bonnici LSM August 2022
2023-2024	M Bonnici LSM August 2023
2024-2025	N Cooney LSM July 2024

Attention: Club Presidents, Club Captains, Directors of Lifesaving, Secretaries, Directors of Education, Support Operations, Branch Committee members, Support staff.

Date: July 2024

Contact: Nicole Cooney, Lifesaving Manager lifesavingmanager@surflifesavingsydney.com.au

Summary	This guide aims to outline the requirements, processes of the 2024/25 Gear and Equipment Inspection in Sydney Branch. This document is to be read in conjunction with Circular 3843 issued by SLSNSW. These guidelines are designed for Clubs and Support Services to assist with the efficient and effective inspection and assessment of all surf lifesaving equipment.
Action	Clubs are required to prepare gear to be inspected for compliance on 7 September 2024 (Waverley and Randwick Clubs), 14 September 2024 (Bate Bay and RNP).

Important Notes for Clubs

- IRBs (and associated equipment), IRB Motors, Defibrillators, Radios, Rescue Boards and Education Equipment (see information on page 8 for details on education equipment) will be the only gear inspected by Branch officials. All other gear is to be inspected by Club officials. Lifesaving Area coordinators will perform 'spot checks' on all gear through the Patrol season as part of Patrol inspections.
- As per SLSNSW Standard Operating Procedures [LS3.8](#) **ALL** frontline lifesaving equipment must be annually inspected prior to the commencement of each patrolling season to ensure:
 - Gear & equipment is operationally fit to use for Surf Life Saving purposes and is not damaged or faulty
 - Clubs and services meet the minimum patrol equipment requirements as outlined in the SLSNSW SOP's
 - Gear & equipment repairs, maintenance and upgrade requirements are identified
 - New gear & equipment SOP's, Specifications and Policy update requirements have been implemented
 - Correct and current information is updated on Surfguard
 - All gear & equipment is SLSA endorsed
- All equipment that is to be inspected **MUST** be entered into Surfguard, this includes all Junior activities rescue equipment (Tubes, Boards and other).
- Equipment will be assessed as outlined in this document, [Circular 3843](#) issued by SLSNSW and based on the criteria specified in the SLS Operations App (for each piece of gear). These lists can also be found in Surfguard.
- **Prior to Gear Inspection Day**
 - Clubs will have advised lperrin@sls.sydney of their nominated Club Endorsed Gear and Equipment Auditors to be able to use the Operations App. bBy **Monday 12 August 2024**
 - Clubs to ensure Surfguard Gear & Equipment is updated ready for inspection by **COB Friday 30 August 2024**

Key Dates

Task	Date
Advise Branch of Club Endorsed Gear & Equipment Auditors	Monday 12 August 2024 E: lperrin@sls.sydney
Clubs update Gear & Equipment on Surfguard	Friday COB 30 August 2024
Gear Inspection Day/s	Saturday 7 September 2024 (Waverley & Randwick Clubs) Saturday 14 September 2024 (RNP & Bate Bay Clubs)
Clubs to have completed the Annual Gear Inspection process and Surfguard updated to reflect completed	Thursday 12 September 2024 by 5pm Reference SLSNSW Circular 3828 Annual Compliance <i>Note : SLSNSW have been advised of our Branch GI dates</i>

Process

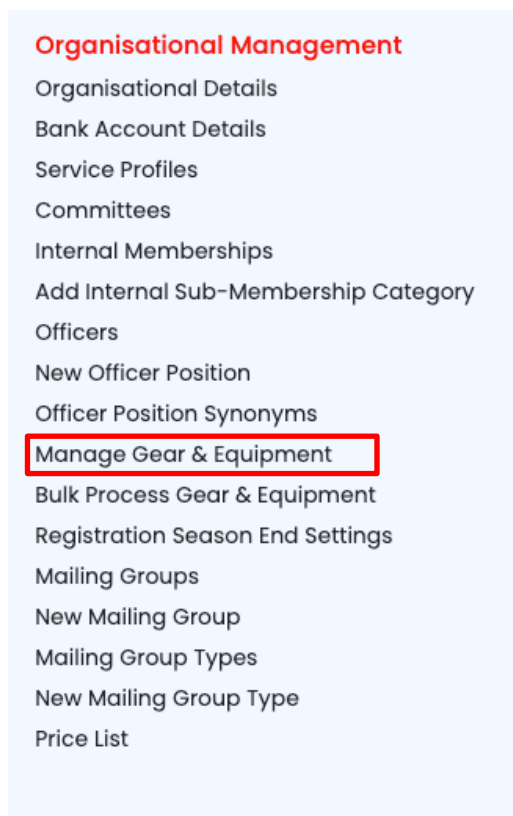
1. Clubs conduct pre-inspections on all gear and equipment

Clubs should conduct pre-inspections on all gear & equipment to ensure that any maintenance or repairs can be conducted prior to the inspection dates.

2. 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:
Menu -> Organisational Management -> Manage Gear & Equipment



As per the SurfGuard “Manage Gear and Equipment” page and the [SLSNSW SOP's \(LS3.3\)](#) the minimum equipment that must be updated in SurfGuard include:

Equipment Name	Minimum 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 checklist	1	Case: Broken/damaged case (including structural damage) Zipper or closure clips no longer secure Contents: As per individual expiry dates
Fuel Cell	1	Any structural damage or significant material wear
IRB	1	Any unrepairable structural damage Floor Cracked, Transom Cracked Significant wear –wear on underside wear patches is normal Foot straps are torn or are not properly secured Air valves leaking

IRB Motor	1	Any unrepairable operational damage
Lifejacket (PFD)	2	Foam, Fabric and Trim: 4 years with regular use Any rips, tears or breakages
Oxygen Resuscitator	1	Case: Broken/damaged case (including structural damage) Zipper or closure clips no longer secure Regulator: Annual Service Date Contents: As per individual expiry dates
Radio	4	Portable Radios: 5 years Mobile Radios: 7 years
Rescue Boards	2	Any unrepairable structural damage Boards with significant repairs should be considered for replacement
Rescue Fins (Flippers)	2 (pairs)	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
SSV (if applicable)	1	3yrs/300hrs
Surf Helmets (Branches only)	2	Any structural damage - Dents/splits
RWC's (Branches only)	2	3yrs/300hrs

3. Gear & equipment

Clubs must inform Surf Life Saving Sydney when all gear & equipment information has been updated on SurfGuard prior to the Branch inspection.

4. Gear and Equipment inspections using the Operations App

Access will need to be assigned in the Operations app for each Club's Club Captain to perform the gear inspection, which will be sent as a SurfGuard Award. Clubs will need to submit a list of Members who have access to modify and update the gear and equipment, all other users will be read only access. Clubs should limit access to the Lifesaving committee or executive members.

Please send your list of inspectors and gear stewards to lperrin@sls.sydney including full name and SurfGuard Member ID by Monday 12 August 2024.

5. Gear Inspection Day – 7 September 2024 & 14 September 2024

As mentioned, Surf Life Saving Sydney will only be inspecting **IRB's, motors, defibrillators, radios and rescue boards on Gear Inspection Day**. All other equipment inspections can be undertaken prior to the day by the Club endorsed Gear Auditors.

Branch officers will commence inspections first from North Bondi on the 7th and then heading south and Burning Palms on the 14th and then heading north. On both days we anticipate starting around 7:30-8am. The Lifesaving Manager will update Clubs via Club Captain WhatsApp group as to live locations to try and forecast arrival time.

Alternative locations for the inspection (other than the Club) must be notified to the Branch as soon as possible.

On Inspection Day Club volunteers should be prepared with gear ready to be inspected upon arrival

6. Branch facilitated re-inspections conducted

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

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

When the inspection process is complete, all successfully passed gear & equipment item details must be updated in SurfGuard ensuring, at minimum, the following items are updated to reflect the equipment for the current season:

- Current Gear Inspection Date
- Equipment Condition
- Successfully Completed Gear Inspection

This applies to all of the previously mentioned minimum equipment quantity items in SurfGuard. This action can be completed in the "Bulk Process Gear & Equipment" SurfGuard page.

Other Information

Equipment Grading

All frontline patrolling gear & equipment will be inspected and graded by Club Auditors in accordance with SLSA and SLSNSW Standard Operating Procedures, Policies and Specifications. The items are categorised as “**Pass**” or “**Re-Inspect**” using SurfGuard conditional grading terminology from SLSA, which is; “**Pass**”, “**Re-inspect**” and “**Discard**”. One of these grading terms must be associated to items as a compulsory category when updating gear & equipment item details in SurfGuard. The equipment condition grading definitions of each term are as follows:

Term	Category	Definition
P = Pass	PASS	Suitable to use for patrol activities (no repairs required)
R = Re-Inspect	FAIL	Item requires repairs but may be passed upon re-inspection. Where re-inspection is required, isolate item from service until the item has passed a re-inspection.
D = Discard	FAIL	Item is beyond repair (isolate and discard item)

Defective Equipment Tags

Starting from the 2019/20 season, inspection stickers were no longer used or required for equipment that has successfully passed Gear and Equipment Inspection. However, “**Re-Inspect**” and “**Discard**” items, will require a “**Defective Equipment Tag**” as illustrated here and must be immediately removed from service until the item has been repaired or discarded.

All tags must be:

- Applied in a visible position so the equipment can be easily identified as defective
- Marked with the Inspectors signature and reason for defect

Please note that “**Defective Equipment Tags**” used in previous years are still accepted. **Clubs are to contact Branch Office if you need more defect tags as a quantity was mailed to each Club last year before gear inspection.**



What doesn't need to be inspected?

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

Radio Maintenance

Clubs are to ensure any radio not performing to normal standards are sent for maintenance prior to the commencement of the new season. All radios should be closely examined during Gear Inspection and those deemed inoperable will need to be sent to a service agent. It is important each radio is examined prior to the commencement of the season to ensure patrols have operable radios. It is still a requirement for club radios to comply with manufacturer's directions and undergo a programmed maintenance every two (2) years to maintain warranty.

If there is any confusion refer to the SLSNSW Radio Circular 3840 distributed by Branch office on 3 July 2024. Any further queries please contact the Branch.

IRB Motors and Hulls

Motors and hull inspected at the 2024 IRB Australian Championships need to be sighted but will not be fully inspected if they have passed scrutineering. They must bear the correct marking of having passed 2024 Scrutineering.

Bottom end steering bushing measuring – see appendix D.

IRB Motors

- Motor throttle handle moving freely (Note sometimes sand inside throttle handle)
- Gear linkage & restrictor bracket & screw (Note this stops motor over revving and snapping off drive shaft)
- Steering bracket & swivel bracket worn bushes causing breakage to steering bracket & also tiller arm bolt on screw.
- Prop guards (Mainly prop veins & loose bolts)
- broken earth wires from swivel bracket to lower swivel bracket bolt on (Safety issue)
- Make sure no loose bolts on motor.
- Throttle return installed on patrol/training motors

IRB

- Soft hull boats all floor out to inspect floor board & worn hull around edge where floor board sits.
- Foot straps on floorboard worn or loose screws.
- Fuel anchoring points & clips in working order.
- Rigid fibreglass boats on cracks to inner floor & outside of hull.
- Worn eyelets on lifeline.
- Bow line anchoring point & handle area.
- Rear transom & transom engine plate bracket.
- All lifting handles to be secured.
- Engine safety chain in good order.
- Secure knife pouch.
- Fuel spill kit or refuelling containment bund/bunding station



Education equipment

In order to ensure clubs are prepared and have a minimum amount of training equipment for assessments we will check the follow education and training specific equipment:

- For clubs that presentation assessment squads comprising more than 15 candidates in total during the prior season:
 - minimum of 5 fully functional resuscitation manikins and 2 training AEDs; otherwise
 - minimum of 2 fully functional resuscitation manikins and 1 training AED.
- Minimum of 2 first aid kits each containing: 2 pressure bandages, 2 tourniquets, 2 training asthma reliever inhalers (may be empty), 2 spacers to suit the inhalers in the kit and 2 training epinephrine autoinjectors (any combination of approved devices, including EpiPens or AnaPens).

First Aid Room

As per SLSNSW Standard Operating Procedures (SOP) and Safe Work Australia guidelines, all workplaces (including Clubs) must have a designated first aid room/area available with sufficient medical supplies for medical treatment of the general public and 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:

- Be located within easy access to a sink with hot and cold water (where this is not provided in the room) and toilet facilities.
- Offer privacy via screening or a door.
- Be easily accessible to emergency services (minimum door width of 1 metre for stretcher access).
- Be well lit and ventilated.
- Have an appropriate floor area (14 square metres as a guide).
- Have an entrance that is clearly marked with first aid signage.

To reference the specific equipment requirements of a first aid room, refer to the [SLSNSW SOP LS5.5 First Aid Equipment](#) and the Safe Work Australia Website www.safeworkaustralia.gov.au

FIRST AID ROOM

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

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

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

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

FIRST AID KITS

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

Item	Purpose	Minimum Number	Kit 1	Kit 2	Kit 3	Kit 4
Miscellaneous						
First aid pamphlet inc. burn treatment and eye injury treatment instruction cards	First aid information	1				
Note pad and pen/pencils	Record the injured or ill person's condition and the treatment given	1 set				
Access to SLS Incident Report Logbook	Logs all incidents that require first aid treatment	1				
Plastic bags; small, medium and large, clip seal – 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				

Appendix A

Data required to be entered into Surf Guard and Inspection lists for Gear Inspection. A helpful reference guide for Clubs.

1. ATV

Beach Vehicle (ATV)
Name:
BSEF Grant:
Current Gear Inspection Date:
Date of Purchase:
Equipment Condition:
Equipment Insured by::
Equipment Insured for:: \$
Gear Inspection Completed by::
Gear Inspection Notes/Comments:
Item Description:
Last Service on::
Make/Model:
Manufacturer:
Manufacturer Serial No.:
Maximum Capacity (POB):
Notes:
Price on Purchase: \$
Purchased From::
Registration Expiry:
Registration Number:
Service Due:
Service notes::
SSV (ATV) Make:
SSV (ATV) Model:
Successfully Completed Gear Inspection:

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 is not required. Clubs should regularly inspect AED equipment as part of a pre-patrol check.

Defibrillator
Name:
BSEF Grant:
Current Gear Inspection Date:
Date of Purchase:
Defibrillator Make:
Defibrillator Model:
Equipment Condition:
Equipment Insured by::
Equipment Insured for:: \$
Gear Inspection Completed by::
Gear Inspection Notes/Comments:
Item Description:
Last Service on::
Make/Model:
Manufacturer:
Manufacturer Serial No.:
Notes:
Price on Purchase: \$
Purchased From::
Service Due:
Service notes::
Successfully Completed Gear Inspection:

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

3. First Aid Equipment

This is where first aid equipment such as first aid kits, and the first aid room should be entered.

First aid kit lists, and room requirements are supplied by SLSNSW.

First aid room – [SLSNSW SOP LS5.5 First Aid Equipment](#)

First aid Kit – as per list on page 10

4. Fuel Cell

Fuel Cell

Name:
Age in Years:
Amount:
BSEF Grant:
Current Gear Inspection Date:
Date of Purchase:
Equipment Condition:
Gear Inspection Completed by::
Gear Inspection Notes/Comments:
Item Description:
Make/Model:
Maker:
Manufacturer:
Manufacturer Serial No.:
SLSA Registration No.:
SLSA Serial No. (e.g. 1/AC/20/001):
Successfully Completed Gear Inspection:

INSPECTION CHECKLIST

Fuel Cells are to be presented clean, tidy and in working order

APPROVAL STICKER

5. IRB

IRB

Name:
 BSEF Grant:
 Current Gear Inspection Date:
 Date of Purchase:
 Equipment Condition:
 Equipment Insured by::
 Equipment Insured for:: \$
 Gear Inspection Completed by::
 Gear Inspection Notes/Comments:
 H.I.N (if required by State/Territory):
 IRB Class:
 IRB Make / Model:
 IRB Manufacturer:
 IRB Registration No. (e.g. SR No.):
 Manufacturer Serial No.:
 Price on Purchase: \$
 Purchased From::
 Registration Expiry:
 SLSA Registration No.:
 SLSA Serial No. (e.g. 1/AC/20/001):
 Successfully Completed Gear Inspection:

INSPECTION CHECKLIST
IRB Code of Conduct (on Notice Board)
Floorboard Out (Class 1 & Class 3) Y / N
Buoyancy Tube Wear to Underside
Buoyancy Tube Wear at Floorboard Junction
Reflective Tape
Spray Dodger
Bow Rope + Handles
Bow Rope D Fitting
Buoyancy Tube 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

6. IRB Motor

IRB Motor
Name:
BSEF Grant:
Current Gear Inspection Date:
Date of Purchase:
Equipment Condition:
Equipment Insured by::
Equipment Insured for:: \$
Gear Inspection Completed by::
Gear Inspection Notes/Comments:
Last Service on::
Make/Model:
Manufacturer Serial No.:
Motor Make:
Motor Model:
Notes:
Price on Purchase: \$
Propeller Guard Model (if present):
Propeller Guard Serial No. (if present):
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:
Throttle Recoil Fitted:

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
Throttle Recoil Fitted
APPROVAL STICKER

7. Lifejacket

Lifejacket
Name:
Age in Years:
BSEF Grant:
Colour:
Current Gear Inspection Date:
Date of Purchase:
Equipment Condition:
Gear Inspection Completed by::
Gear Inspection Notes/Comments:
Item Description:
Manufacturer:
Price on Purchase: \$
Size:
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

8. Oxygen Resuscitator

Oxygen Resuscitator
Name:
BSEF Grant:
Current Gear Inspection Date:
Date of Purchase:
Equipment Condition:
Equipment Insured by::
Equipment Insured for:: \$
Gear Inspection Completed by::
Gear Inspection Notes/Comments:
Item Description:
Last Service on::
Make/Model:
Manufacturer:
Manufacturer Serial No.:
Notes:
Price on Purchase: \$
Purchased From::
Resuscitator Make:
Resuscitator Model (TYpe):
Service Due:
Service notes::
Successfully Completed Gear Inspection:

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

9. Patrol Equipment

As per SLSNSW SOPs –

<https://www.manula.com/manuals/slsnsw/pssops/jul.2023/en/topic/pss-3-3-club-patrol-requirements>

10. Radio

Radio
Name:
BSEF Grant:
Current Gear Inspection Date:
Date of Purchase:
Equipment Condition:
Equipment Insured by::
Equipment Insured for:: \$
Gear Inspection Completed by::
Gear Inspection Notes/Comments:
Item Description:
Last Service on::
Make/Model:
Manufacturer:
Manufacturer Serial No.:
Notes:
Purchased From::
Radio ID:
Radio Make:
Radio Model:
Radio Type (handheld/base set):
Service Due:
Service notes::
Successfully Completed Gear Inspection:

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

11. Rescue Board

Rescue Board

Name:
 Board Make:
 Board Type:
 BSEF Grant:
 Current Gear Inspection Date:
 Date of Purchase:
 Equipment Condition:
 Equipment Insured by::
 Equipment Insured for:: \$
 Gear Inspection Notes/Comments:
 Make/Model:
 Manufacturer:
 Manufacturer Serial No.:
 Price on Purchase: \$
 Purchased From::
 Successfully Completed Gear Inspection:

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

12. Rescue Tube

Rescue Tube

Name:
 BSEF Grant:
 Current Gear Inspection Date:
 Date of Purchase:
 Equipment Condition:
 Equipment Insured by::
 Equipment Insured for:: \$
 Gear Inspection Completed by::
 Gear Inspection Notes/Comments:
 Manufacturer:
 Price on Purchase: \$
 Successfully Completed Gear Inspection:
 Tube Make:

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

13. Haemorrhage Kit

Shark Bag/Major Haemorrhage Kit

1 Name: SI
 BSEF Grant: [
 Current Gear Inspection Date: 07
 Equipment Condition: G

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

14. Spinal Equipment

Collars are not required

Spinal Equipment

Name:
 Amount:
 BSEF Grant:
 Current Gear Inspection Date:
 Date of Purchase:
 Equipment Condition:
 Gear Inspection Completed by::
 Gear Inspection Notes/Comments:
 Item Description:
 Make/Model:
 Manufacturer:
 Notes:
 Purchased From::
 Successfully Completed Gear Inspection:

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

Collars are no longer required

15. Suction Equipment

Suction Equipment (manual)

Name:
 BSEF Grant:
 Current Gear Inspection Date:
 Date of Purchase:
 Equipment Condition:
 Gear Inspection Completed by::
 Gear Inspection Notes/Comments:
 Suction Equipment Make:

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

Appendix B

SLSNSW Circular 3840 Radio Maintenance and Purchases

Document can be viewed/downloaded from the following link

<https://www.surflifesaving.com.au/wp-content/uploads/sites/2/2024/07/Circular-3840-2024-Radio-Maintenance.pdf>

Appendix C

SLSNSW 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;

New Vessel Registrations:

- 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 Sold/Disposed/Out of Service:

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

Please email all completed 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/members/resources/new-vessel-registration-application-form/>

Transfer of Vessel Form can be found on SLSNSW website at the following link

<https://www.surflifesaving.com.au/members/resources/transfer-vessel-registration-form/>

Appendix D
Sydney Branch Gear Inspection procedure for IRB motors
Tohatsu 25hp steering tube and tilt tolerance

This document describes a test which is intended to be conducted to determine when an engines upper and lower steering tube and transom bracket bushes are worn to the point of requiring replacement. A panel of experts have determined this to be a reasonable and repeatable procedure which will ensure safety and consistency across the branch.

Measurements were taken with aged motors exhibiting worn upper & lower bushes clearly in need of replacement and the range was 10 to 13kgs. Measurements were taken with brand new motors with new bushes and the range was 21 to 24kgs.

- It was agreed that a test which requires 15kgs (of force equivalent) or less would fail the motor for gear inspection and require replacement of the bushes in question.
- The test only needs to be done if it is determined that there is considerable play in worn steering tube or tilt bushes or if there is disagreement as to the failure of the engine and is designed to give predictability and consistency to surf clubs preparing motors for inspection.

The test will be carried out as follows:

1. The rope/ cord or cable used shall be no longer than 400mm and with no elasticity.
2. It will be hooked to the bottom of the propeller guard and attached to a portable (luggage/ fish) type scale at the other end.
3. Ensure the motor is clamped and held securely and keep the rope parallel to and directly beneath the propeller shaft.
4. Insert taper gauge between steering bracket and exhaust leg. Record clearance. Remove gauge. See attached photos
5. Using a smooth action apply force to the handle on the scale until the motor starts to lift and change angle from resting.
6. Reinsert taper gauge and record reading. Calculate difference. Change greater than 1mm indicate steering bushes unfit for service.
7. Continue until the motor has moved between 50mm and 150mm and the scale has registered a maximum reading.
8. Repeat steps 4 to 6 of the test a minimum of 3 times to get reliable readings.
9. Readings greater than 15kg indicate that the bushings inside the tilt assembly are likely fit for service.
10. Readings calculated from step 4 and 6 indicate steering bushes have reached their operational limits and will require replacement.



END DOCUMENT