



Gear Inspection Guidelines 2025-26

Version Control	
Season	Reviewed By & Date
2015-2016	Original issue 27/7/2015
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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
2025-2026	N Cooney LSM June 2025

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

Date: July 2025

Contact: Nicole Cooney, Lifesaving Manager lifesavingmanager@sydney.sls

Summary	This guide aims to outline the requirements, processes of the 2025/26 Gear and Equipment Inspection in Sydney Branch. This document is to be read in conjunction with Circular 3901 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 31 August 2025.

Items to be inspected by Sydney Branch Gear Inspection Team

- IRBs (be sure to review the checklist for IRBs for ALL items that will be inspected)
- IRB Motors
- Fuel cells
- Defibrillators (not including training defibrillators)
- Radios
- Rescue Boards

ALL OTHER ITEMS TO BE INSPECTED BY CLUB ENDORSED GEAR AUDITORS

Lifesaving Area Coordinators will perform spot checks on all gear throughout the Patrol season as part of regular Patrol audits.

Important notes:

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 SOPs
- Gear & equipment repairs, maintenance and upgrade requirements are identified
- New gear & equipment SOPs, 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 3901](#) 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 in order to grant them access to the Operations App module by **Monday 11 August 2025**

Clubs to ensure SurfGuard Gear & Equipment is updated ready for inspection by **COB Friday 28 August 2025**

Key Dates

Task	Date
Advise Branch of Club endorsed gear & equipment auditors	Monday 11 August 2025 E: lperrin@sls.sydney
Clubs update Gear & Equipment on SurfGuard/Operations App	Thursday COB 28 August 2025
Gear inspection date	Sunday 31 August 2025
Clubs to have completed the Annual Gear Inspection process and SurfGuard updated to reflect completed	Friday 12 September 2025 – by 5pm Refer to the SLSNSW Annual Compliance Circular 3900

What needs to be completed before the gear inspection day?

STEP 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 date.

NOTE:

- **Defibrillators** should be service at least bi-annually or as per manufacturer guidelines. For example, Philips recommends **professional inspection every 2–5 years**, depending on use and environment. Servicing may include:
 - **Internal diagnostics**
 - **Firmware updates**
 - **Shock delivery testing**
 - **Inspection of charging circuits and ECG performance**
- **Oxygen regulators** should be serviced annually (does not include INHALO bottles)
- **Radios** should be serviced at least bi-annually (this ensure longevity of radio as well and upgrades to firmware)

STEP 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 date to ensure checklists are accurate for inspections. This includes updating conditions of all equipment, deleting sold or discarded equipment and the addition of any new equipment.

Organisational Management

Organisational Details
Bank Account Details
Service Profiles
Committees
Internal Memberships
Add Internal Sub-Membership Category
Officers
New Officer Position
Officer Position Synonyms
Manage Gear & Equipment
Bulk Process Gear & Equipment
Registration Season End Settings
Mailing Groups
New Mailing Group
Mailing Group Types
New Mailing Group Type
Price List

To do this please go to the “Manage Gear & Equipment” SurfGuard page:
Menu -> Organisational
Management -> Manage Gear & Equipment

All names assigned to gear & equipment in SurfGuard should match the name displayed on the item for clear identification on inspection day

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:

Lifesaving equipment must be complete, functional, available for immediate use (rescue ready) and in position at the scheduled patrol start time. It must remain rescue ready for the duration of the operational hours.

The following gear & equipment items shall be deployed/available at a minimum for a Full Patrol.

Primary Patrolling Equipment
Pair of RED and YELLOW Feathered Patrol Flags (base frames optional)
Pair of BLACK and WHITE Quartered Flags (surf craft prohibited signage attached)
Inflatable Rescue Boat (IRB), including 25HP Outboard Motor, Fuel Bladder and accessories
2x Level 50 SLSA approved Lifejackets (PFD)
4 x Handheld Radios in waterproof bags (1 of which must be set to Channel 3 to monitor SurfCom by the Patrol Captain and/or Patrol Vice- Captain, the other 3 must be set to Channel 2, Patrol)
1 x Side-by-Side (SSV) or alternative Vehicle (where applicable)
1 x Patrol Shelter or Tent (including sufficient anchors/tie-downs)
1 x Pair of Binoculars
2 x Rescue Boards
3 x Rescue Tubes
1 x Defibrillator (AED)
1 x Oxygen Resuscitator Kit
1 x First Aid Kit (including Sharps Disposal Bin/Container)
1 x Spinal Board
1 x Whistle per patroller (recommended)
2 x Pair Swim Fins
1 x Loud Hailer/PA System
1 x Emergency Evacuation Alarm (loud hailer applicable)
2 x Signal Flags (orange with blue stripe)
1 x Emergency Evacuation Flag (red and white quartered)
2 x First Aid Bum Bag
Access to Sunscreen (min. SPF 30+)
Primary Patrolling Signage
2 x "Rescue Craft Access Area" mobile signs (IRB/RWC operating zone)
2 x "Swimming Not Advised" mobile signs
2 x "Beach closed" mobile signs
2 x "Blue Bottle" mobile signs
1 x "Dangerous Conditions (Beach Closed)" mobile sign

Primary Patrolling Resources
SLSNSW Public Safety Standard Operating Procedures (access online version is suitable)
Patrol Operations Manual (electronic copy suitable)
Patrol Log (Operations App) or Patrol Log Book
Incident Logs (Operations App) or Incident Log Book
IRB Log (Operations App) or IRB Log Book
Optional Patrolling Equipment
Patrol Information Board

STEP 3: Inform Branch office gear & equipment has been updated in Operations App/SurfGuard

Clubs must inform Surf Life Saving Sydney when all gear & equipment information has been updated on SurfGuard **prior** to the Branch inspection. Check key dates at the beginning of this document for the deadline.

ITEMS NOT UPDATED IN SURFGARD AND/OR THE APP WILL NOT BE INSPECTED AND WILL REQUIRE RE-INSPECTION – IT IS THE CLUBS RESPONSIBILITY TO ENSURE ITEMS ARE ENTERED BEFORE THE DEADLINE

STEP 4: Advise Branch office of Club based Gear Auditors

Access will need to be assigned for the Gear section of the Operations app to each Club's Club Captain and nominated endorsed Gear Auditors to perform gear inspection. This will be sent as a SurfGuard Award. Clubs will need to submit a list of endorsed gear auditors they wish to have access to modify and update the gear and equipment, all other users will have read only access.

Clubs should limit access to members who are actively reviewing and checking off their gear

Please send your list of endorsed auditors and gear stewards to lperrin@sls.sydney including full name and SurfGuard Member ID. Check key dates at the beginning of this document for the deadline.

Gear Inspection Day – Sunday 31 August 2025

Items to be inspected

Surf Life Saving Sydney will only be inspecting:

- **IRBs (be sure to review the checklist for IRBs for ALL items that will be inspected)**
- **IRB Motors**
- **Fuel cells**
- **Defibrillators (not including training defibrillators)**
- **Radios**
- **Rescue Boards**

Check lists for all the above items can be found below in the Branch inspected items checklists.

All other equipment inspections can be undertaken prior to the day by the Club endorsed Gear Auditors and must be completed by the SLSNSW due date as per the Compliance Circular.

Order of Inspection

The gear inspection team will be split into two teams, one team taking the southern clubs (Sutherland and the RNP) and the other team taking the northern clubs (Randwick and Waverley).

- We anticipate starting approximately 8am
- Northern Clubs order starting at North Bondi SLSC then heading south.
- Southern Clubs order starting at Burning Palms SLSC then heading north

The Lifesaving Manager will update Clubs via the Club Captain WhatsApp group our progress and forecast arrival time.

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

On Inspection Day Club gear must be out and ready to be inspected upon arrival

After gear inspection day

STEP 1: Branch facilitated re-inspections

Gear or equipment that does not pass the initial inspection process may be repaired or discarded by Clubs as necessary. The items can be presented for re-inspection at a secondary inspection date arranged with the Branch via your Area Lifesaving Coordinator. If any item fails the re-inspect, it must be tagged and discarded.

STEP 2: 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 detail is updated:

- 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.

The gear inspection process and checklists

Equipment Grading

All frontline patrol gear & equipment will be inspected and graded by Auditors in accordance with SLSA and SLSNSW Standard Operating Procedures, Policies and Specifications.

The items are categorised as **Discard**, **Pass** or **Re-Inspect** using SurfGuard conditional grading terminology from SLSA. One of these grading terms must be associated to each item when updating gear & equipment item details in SurfGuard or the Operations App.

Discard	Re-inspect	Pass
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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)

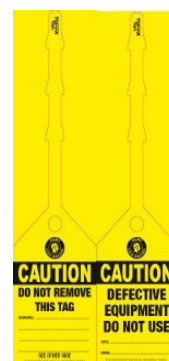
Defective Equipment Tags

Since 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



Checklists

The check lists provided below are exactly as per the Operations App gear inspection list. List have been provided for **Branch Auditor inspected items only**. It is the clubs responsibility to review all checklist items for Club inspected gear and equipment.

Radio maintenance and checklist

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 will be closely examined during gear inspection and those deemed inoperable will need to be sent to a service agent. In order to comply with manufacturer's directions Club radios must undergo a programmed maintenance every two (2) years to maintain warranty.

Refer to the [SLSNSW Radio Maintenance and Programming Circular 3899](#). Any further queries please contact the Branch.

NOTE: For the 2025/26 Season ALL Sydney Branch radios MUST be re-programmed. This re-programming is free of charge paid by SLSNSW (this does not include postage, servicing or firmware updates)

Radio inspection checklist

- ☐ Channels Labelled
- ☐ No Sand/Corrosion
- ☐ Aerial
- ☐ Battery Condition
- ☐ Carry Case
- ☐ Waterproof Pouch
- ☐ Radio Works
- ☐ Radio Numbered

IRBs, fuel cells and motors

Motors and hull inspected at the 2025 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 2025 Scrutineering. Fuel cells will be checked as per checklist item in the "IRBs" list.

IRBs

- ☐ 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 (1×driver, 1×crew)
- ☐ Pressure Gauge (1/boat type)

NOTE: this list includes items required for a rescue ready IRB such as 1 x fuel cell per hull, whistles, knife, rescue tube and so on. Review the list carefully.

IRB Motors

- ☐ Motor seals are intact
- ☐ No obvious motor modifications
- ☐ 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

Refer to Appendix A for **Sydney Branch Gear Inspection procedure for IRB motors Tohatsu 25hp steering tube and tilt tolerance**

Defibrillators

Defibrillators are a key lifesaving piece of equipment and should be service yearly. When it comes to pads and other items which have expiry dates – they must be in date on the day of inspection. It is the club's responsibility to ensure these items are replaced once the expiry date passes. These items will be randomly inspected by your Lifesaving Area Coordinator.

Checklist

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

Training defibrillators will not be inspected by Branch Auditors

Note regarding spare pads and batteries – SLS Sydney acknowledges these are costly items and often are not used before they expire. It is expected that you have 1 set of spare pads and batteries per 2 defibrillator units.

Rescue boards

Rescue boards are a key piece of rescue equipment and must be in safe working condition.

Checklist

- ☐ Outer Surface (free of dings, jagged edges etc, including fin)
 - ☐ Straps or Ropes
 - ☐ Fin
 - ☐ Markings Top
 - ☐ Markings Bottom
 - ☐ Board Numbered
 - ☐ Knee pads (hard rescue boards)
-

Key information for clubs to note

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

Example of Contents for a First Aid Kit

For an example of the equipment list, refer to www.safeworkaustralia.gov.au. In addition 2 x CAT tourniquet should be included in all First Aid Kits.

Appendix A

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

This appendix 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.
 - i. Readings calculated from step 4 and 6 indicate steering bushes have reached their operational limits and will require replacement.

See images on the next page



Appendix B

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/>

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