



## GEAR INSPECTION and AUDIT REPORT

**CLUB / SERVICE:**

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DATE OF GEAR INSPECTION:

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DATE OF AUDIT:

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DATE INSPECTION APPROVED:

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\_\_\_\_\_  
Supervising Officer

\_\_\_\_\_  
Other appropriate officer

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

- Original to LSV (Regional Officer to return within seven days of completion)
- Duplicates to Club

**NOTE:**

- Refer to individual SLSA and LSV policies and specifications for further information - [www.slsa.com.au](http://www.slsa.com.au). Or [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)
- These inspection requirements are for patrol gear inspections only (safety and operational inspections). The items may be required to meeting further competition scrutineering requirements for surf sports purposes.
- Surf Life Saving Gear Inspections do not replace an authorised RTA inspection or registration or any other State or National regulatory requirements.



## General Gear Inspection / Audit Guidelines

Please have ready for your Gear Inspection / Audit the items (as appropriate) listed herein.

At least **FOUR** capable and able Club officials / members must be in attendance for the Gear Audit.

To assist the Inspection Panel, Clubs are required to have ready the following:

- Kit items (e.g. first aid, airbag resuscitator) are to be spread out for inspection in an orderly manner.
- Patrol tent, enclosures and patrol screens are available as per State requirements.
- Rescue boards and tubes are laid out and not on racks.
- Serial numbers and equipment have been already listed in surfguard.

Please note:

- Motors will have to be run and tested.
- Soft-hull IRB's to be inflated, with floorboards out.
- Radios will have to be turned on and tested
- All ATV's, RWC's, beach signage and flags are to be presented and available as per Branch and/or State requirements.
- Most items should be numbered – refer to state requirements.
- The contents of kit items (e.g. first aid kits, shark bags) are state specific. Refer to attached documentation for confirmation of the makeup of these kits and appropriate documentation.

Thank you for your anticipated cooperation and work in this area.

## Grading of Gear

All items will be graded and if passed, approval stickers will be issued.

<b>P = PASS</b>	Ok to use on Patrol & Club activities
<b>F = FAIR</b>	Item may require maintenance or attention before use
<b>R = RE-INSPECT</b>	Item needs major repair <b>or</b> was not ready for inspection
<b>D = DISCARD</b>	Item is beyond repair – discard and <b><u>NEVER USE AGAIN</u></b>



### *LSV General Instructions*

All gear presented for inspection must be in good, safe working order. It should be free from any faults, which may cause lifesavers, bystanders or patients any unnecessary risk or injury. It should also appear in a condition to project an efficient image of the Club and of Life Saving Victoria to the public.

It is the responsibility of the Club and respective office bearers to see that all gear is in a serviceable condition and passed the clubs Initial gear inspection prior to the official audit. As a guide to that standard they should take note of the instructions listed throughout and contained in this Gear Inspection Manual and any relevant circulars issued from time to time

**Note:** that where a section is required for patrol, it is headed with "(Minimum Requirements)".

**Any gear rejected at the inspection is to be dismantled, if applicable, and clearly marked OUT OF SERVICE, with an designated 'Unserviceable Equipment' Sticker as indicated below. Gear and equipment which has been rejected/not presented is not to be used for patrolling duties, training purposes for instruction and assessment or for competition of any nature. No insurance cover is provided when using such equipment.**

The unserviceable gear must be clearly identified and tagged by the Regional Officer or Inspector, eg sponsor's name, colours, serial numbers, etc.

Standard Life Saving Victoria (LSV) 'Out of Service' Stickers will be used for identifying gear and equipment that is below standard.

**Only the person marking and placing the OUT OF SERVICE tag may authorize its removal.**

The Regional Officer or Chief Inspector is to ensure completion of this report, with remarks in the spaces provided and initial each page.

The Club will be given a signed copy of this report to be produced on request by the relevant Regional Officer/Patrol Inspectors

The Chief Inspector is to ensure that the names of all Inspectors assisting with the Inspection are recorded on the normal assessor attendance sheet and submitted to the State Centre.

**It is the clubs responsibility to ensure that any unserviceable equipment that is proposed to be used is repaired and the 'Unserviceable Equipment' stickers may only then be removed when authorized by the person who originally marked it.**



# F	# R	# D	# Stickers	CLUB NAME
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## FIRST AID (ROOM) (Minimum Requirements)

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

INSPECTION ITEM	QTY	COMMENTS
Notice Board Showing Resuscitation Flowchart Poster with <b>current</b> CPR rates	1	
Examination Couch/Bed	1	
Pillows Plastic Cover & Pillow Case	2	
Blankets – Clean (cotton or woollen)	2	
Stool or Chair	1	
Sink with Preferably Hot & Cold Water	1	
Hand Cleaner/Hand Wash Solution	1	
Paper Towels & Dispenser	1	
Contaminated Waste Disposal Bin and 5 bin liners	1	
General Waste Bin and 5 bin liners	1	
Sharps Disposal Unit	1	
Ice packs in freezer or Instant Icepacks	4	
<b>Storage Cabinet</b>		
Triangular Bandage Min 90cm	4	
Crepe Bandage 10cm x 1.5m	3	
Crepe Bandage 7.5cm x 1.5m	3	
High Compression Bandage	1	
Steri Strips or Cicagraph	2 packets	
7.5cm x 7.5cm sterile gauze pads (3 Pkt)	4	
Non Adherent dressing 10cm x10cm (Melolin)	5	
Combine dressing (Surgipad) 9cmx20cm <b>OR</b> 10 x 20cm	2	
Combine dressing (Surgipad) 20cmx20cm	2	
Band Aids	100	
Tape (transpore) 2.5cm	2	
Saline Ampoules 30ml (eye/wound irrigation) 300ml Total	10	
Surgical shears	1	
Ventolin puffer and spacer	1	
Shock Blanket/Space Blanket	1	
Vomit Bags	4	
Disposable Gloves Small medium Large	10 pair	each sizes

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



Safety goggles and non permeable apron for first aid work	1	
Drinking Cups (Vessel) (disposable)	10	
First Aid log (club to choose best location to store)	1	
SLS Incident log (club to choose best location to store)	1	
Pocket Mask with oxygen inlet	1	
Pencil / Pen	1	

**Note: First Aid Room requirements are as per your state's Standard Operating Procedures.**

# F	# R	# D	# Stickers	CLUB NAME
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## FIRST AID (PATROL KIT)

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

INSPECTION ITEM	QTY	KIT #1	KIT #2	KIT #3	KIT #4
Pocket Mask with oxygen inlet	1				
Triangular Bandage minimum 90cm	4				
Crepe Bandages 10cm x 1.5 m	2				
Crepe Bandages 7.5cm X 1.5 m	2				
High Compression Bandages	1				
Steri Strips or Cicagraph	2 Packets				
Sterile Gauze Pads 7.5cm x 7.5cm 3 piece	4				
Non-Adherent Sterile Dressing 10cm x 10cm (Melolin)	5				
Combine dressing 9x20cm or 10x20cm	2				
Band-Aids	20				
2.5cm tape (Transpore)	2				
Saline Ampoules 30ml (eye/wound irrigation) (150ml total)	5				
Surgical Shears	1				
Gloves Disposable in self sealing Bag	5 Pairs				
Instant cold packs	1				
Blanket Emergency Shock (space blanket)	1				
Biohazard Waste Snap Lock Bags	5				
Vomit Bags	2				
Notepad, pencil/pen First Aid Sheet	1 set				
Protective goggles	1				
Sharps Disposal Unit	1				
<b>APPROVAL STICKER</b>	1				

**Note: First Aid Kit requirements are as per your state's Standard Operating Procedures.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



# F	# R	# D	# Stickers	CLUB NAME
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## PATROL EQUIPMENT (Minimum Equipment)

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

INSPECTION CHECKLIST	QTY	P / F / R / D	COMMENT
<b>Signs:</b>			As per National Aquatic Signage Manual Refer LSV
Warning Swimming Not Advised	1		<b>Minimum (1)</b> Consideration be given to the number of access points to main swim area
Caution Keep Clear Rescue Craft Access Area	1		<b>Minimum (1)</b> 2 signs needed to designate a set Training Area
Surf Board riders directional Signs + Flags (Port Phillip Bay, Wonthaggi, Mildura and Port Campbell exempt)	1 set		As per National Aquatic Signage Manual for Beach Signage (Note now a Black and White Quartered Flag)
Signage Board to inform public of warning, safety, tide and patrol information	1		As per National Aquatic Signage Manual for Beach Signage refer LSV
Patrol Area Flags	2		With suitable stands to elevate to a height of <b>approx. 3.6 metres. LSV requirement</b>
Patrol Feathers	2		With suitable stands to elevate to a height of <b>approx. 3.6 metres. LSV requirement</b>
Signal Flags	2		
Swim Fins (pairs)	2 pair		
Sun Block Cream	1		SPF 30 - 500ml for patrol members
Loud Hailer/PA System	1		Tested
Binoculars	1		
Evacuation Flag (Shark)	1		
Evacuation Alarm (Shark)	1		Tested
Patrol Log (Books)	1		
Incident Report Log (Book)	1		
SOP / Policy Manual	1		SOP as per LSV SOP Contents 20/9/2008 Policies issued 1/10/04
Patrol Shelter/Tent	1		Ensure adequate shade for size of patrols
Communicable Disease Kit (Bum Bags)	Min 4.		1 Resuscitation Pocket Mask with one way valve, 3 pair Surgical gloves, 1 Triangular bandage, 1 Whistle and a waterproof bag holding 1 Notebook & 1 pen/pencil

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

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



# F	# R	# D	# Stickers	CLUB NAME
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## IRB (ANCILLARY EQUIPMENT (Minimum Requirements))

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

LIFE SAVING VICTORIA STATE REQUIREMENTS		
INSPECTION CHECKLIST	P / F / R / D	Requirements
Inflation pump and hose (working)		
Spare propeller nuts or Spare split pins		1 PER MOTOR MAX OF 2 PER MOTOR TYPE
1 Propeller spanner		1 PER TYPE OF MOTOR
Spare tilt pin		1 PER TYPE OF MOTOR
1 pair multi grips		
1 flat & 1 Philips screw driver		
Spark plug spanner		1 per type of motor
Spare spark plugs		2 PER MOTOR MAX 4 PER MOTOR TYPE
Puncture repair kit (patches, glue & abrasive agent)		
Fuel siphon hose or funnel		
Test tank or ear muffs.		Note method of flushing / running motor
De-watering agent		
Relevant operating hull pressure gauge		As per manufacturer specifications
Motor trolley or stand		
LSV IRB White Board Log		
Serviced Fire extinguisher		(dry chem. CO2) with signage
PFDs		(At least 2 PFD Type 1, 2 or 3)
Approved Flammable Liquids Storage Cabinet –		As per AS1940:1993 where 40 litres of more of fuel is stored
<b>APPROVAL STICKER</b>		

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



## Summary of Minimum Patrol Requirements Status

Section	✓/✗	Deficiency Summary Refer to Individual Sections for Details
<b>IRB</b> safety and operation section requirements met Minimum 1 IRB		
<b>IRB</b> Motor section requirements met Minimum 2 Motors		
<b>IRB</b> Ancillary equipment section requirements met		
<b>Trailer section</b> requirements met		
<b>Beach vehicle (ATV)</b> section requirements met		
<b>Beach Vehicle Mobile</b> section requirements met		
<b>Rescue Board</b> section requirements met Minimum (2)		
<b>Rescue Tube</b> section requirements met Minimum (2)		
<b>Manikin</b> section requirements met Minimum (1)		
<b>DEFIB</b> section requirements met Minimum (1)		
<b>Oxygen Resuscitation Unit</b> section requirements met Minimum 1 unit		
<b>Spinal Equipment</b> section requirements met Minimum (1)		
Minimum <b>1<sup>st</sup> Aid room</b> section requirements met.		
<b>Portable 1<sup>st</sup> Aid Patrol / Kits</b> section requirements met minimum 1 kit		
<b>General Patrol Equipment</b> section requirements met		
<b>Radio</b> section (LSV Comms / local base and 2 hand held) requirements met		

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_