



Circular 115:09:08

To: **Gear Stewards** **Club Presidents**
 Club Secretaries **Club Captains**

Cc: **Regional Officers** **District Officers**
 LSOC Executive **State Officers**

From: Mark Scott Director Lifesaving Services

Date: 19 September 2008

Subject: **2008 Gear Inspections**

Action: **Contact Your Regional Officer if a Problem with Dates and/or Times**

This circular covers the following information:

- Notification of this year's Gear Inspections Dates (attached).
- LSV has moved to adopt a National Gear Inspection document.
- Gear Inspection Sheets are produced directly from Surfguard.

Background

Last year LSV adopted the use of standardised gear inspection forms developed by SLISA's National Board of Lifesaving (NBOL); these forms were paper based and were available from the LSV website.

Once complete, the data from these forms was entered into the Gear and Equipment module in Surfguard.

Over the last 12 months the NBOL has moved to create electronic forms in Surfguard so that items entered into Surfguard will be prefilled into the inspection forms. This allows the Gear Inspectors to validate the lifesaving asset register and reduces the manual recording process.

Gear Inspection Process

Step One

Clubs **MUST** ensure that required equipment items** have been entered into Surfguard (see table below)

Ensure that fields in each gear item with a **red *** are filled in. These items are the minimum data set for each gear item (e.g. name, make, model and serial number). You will see the **red *** while in the gear item “new” or “edit” screen.

Tip – if you have not yet entered your lifesaving equipment into Surfguard, you will need do a stock take **NOW** leading up to your gear inspection to record details about each gear item. Items such as rescue tubes should be numbered with a thick black permanent marker.

**Gear items required to be entered into Surfguard are indicated by a “Yes” in the table below. Please note that this is the national minimum requirement and that some states require further information.

Table 1 – Surfguard Gear Set

| <u>Gear item</u> | <u>National Gear Form</u> |
|----------------------------|--|
| Administration Equipment | No |
| Beach Vehicle (ATV) | Yes |
| Beach Vehicle (Mobile) | Yes |
| Buildings and Structures | No |
| Club Equipment | Yes |
| Competition Equipment | No |
| Computer and Electrical | No |
| Defibrillator | Yes |
| First Aid Equipment | No <u>LSV Specific - available on LSV website</u> |
| IRB | Yes |
| IRB Motor | Yes |
| Manikin | Yes |
| Oxygen Resuscitator | Yes |
| Patrol Equipment (Misc) | No <u>LSV Specific - available on LSV website</u> |
| Patrol Uniforms | No |
| Radio | Yes |
| Rescue Board/Boogie Board | Yes |
| Rescue Tube | Yes |
| RWC | No List under development |
| Shark/Major Hemorrhage Kit | No <u>LSV specific - available on LSV website</u> |
| Spinal Equipment | Yes |
| Trailer | Yes |

Step Two

Once you have the mandatory fields filled in for each of the above items you are ready to go. You can either print individual sheets or print all sheets at once while in the Manage (or “View”) Gear and Equipment page.

Step Three

On gear inspection day you should have printed the pre filled inspection checklist form for each of the items required in Table 1 (above).

Step Four

Once the gear inspection is complete you should update your gear profile in Surfguard with any gear items that were not previously recorded in Surfguard.

There are fields to indicate that an item has been inspected by checking the “gear inspection completed” box under each item. You can also add the name of the Gear Inspector and any comments on the gear items. This is part of the Inspection process and will be checked by the Regional Officer to confirm that the club is compliant with gear inspection

Some gear inspection panels may choose to be online at the time of inspection and enter gear items as complete whilst conducting the inspection.

Gear Inspection Action Required

States

- 1) Distribute new gear inspection procedures to gear inspection panels.
- 2) Ensure that all clubs have completed the gear inspection prior to the start of patrols (or as per state requirements).
- 3) Provide clubs and services with additional inspection process (timing, note any additional items to be inspected, process, post inspection follow up or additional data entry etc)

Inspection Panels

- 1) Conduct the annual gear inspection as per normal practice but by using pre-filled forms printed by the club. Take along spare copies of forms if required
- 2) Provide each club with a copy of the completed inspection paperwork (on the day or by post afterwards)
- 3) Provide each club with any further additional paperwork (e.g. re-inspected items).
- 4) Consider using online resource on the day of the inspection to record inspector name and details of inspection live into the club’s gear profile

Clubs / Services

- 1) If you did not enter your gear into Surfguard from last year’s inspection and do not have your gear in Surfguard – enter or update it now
- 2) Print off your forms for your inspection process.

FAQs

Why do we need gear and equipment in Surfguard

A national approach to gear inspections and data capture will see several important benefits at all levels of the organisation:

- All clubs being inspected to the same criteria.
- Improved efficiency for the gear & equipment inspection process.
- The ability to produce a club, state and national ‘snapshot’ of gear & equipment, as well as a variety of reports and statistics.

- Better logistic information available for emergency planning / event management.
- Improved record keeping for club assets.
- Eventual phase out of duplicated gear & equipment reporting, such as the 'Annual Summary Return'.

What inspection forms are not in Surfguard?

There is currently no endorsed **national first aid inspection form** as each state's requirement on first aid kits differ. You should use your State inspection form for this gear item. The same goes for the General Patrol Equipment you will need to use the State inspection form available from LSV's website

SLSA also does not have inspection forms for:

- Computer and electrical equipment
- Patrol Uniforms
- Administration equipment
- Building and structures
- Competition equipment

What if I don't already have my equipment entered into Surfguard?

If you did not enter your gear into Surfguard following last year's inspection and do not have your gear in Surfguard you need to update it now. You can do this by referring to the national gear inspection form from last year or by conducting an audit of equipment prior to gear inspection this year. The inspection forms have the minimum required gear data list at the top of each inspection form. Or if in doubt contact your regional Officer

Do I have to enter all equipment into Surfguard?

Not all gear & equipment items are required to be registered in Surfguard; however clubs are encouraged to enter as much information as available for each major asset, not just the essential information requested for lifesaving equipment. This will assist you in keeping track of assets and may be used for lost or stolen equipment etc.

Why don't I see a "print checklist" button next to my gear item?

If you do not have equipment listed under a gear item you will not see the "print checklist" button

What do I do if an item is listed on the checklist but is no longer owned by the club?

You should cross the item out and note that it had been sold or lost etc. It should then be deleted from Surfguard

What do I do if the club has additional items of gear that are not included on the inspection list?

You should add the item to a spare column on the checklist or on a new page. The club should then add the item into Surfguard

What do I do if you want a change to the gear checklist?

The checklists have been created and endorsed by the National Board of Lifesaving made up of each state Director of Lifesaving. You should write to your state Director or Manager if you have a suggestion relating to changing gear criteria located on the form. Please also copy in Matt Thompson at SLSA mthompson@slsa.asn.au Feedback is always appreciated as part of the continual improvement process.

For additional information or detail on this Circular contact:

Your Regional Officer directly or
Greg Scott, Lifesaving Services Support Officer by
Email greg.scott@lifesavingvictoria.com.au or by
Phone (03) 9676 6935 (direct) or 0438 000 872 (mobile)

Circulars are also available at www.lifesavingvictoria.com.au Address: P O
Box 353 South Melbourne DC 3205

GEAR INSPECTION DATE FOR SEASON 2008/09

| CLUB NAME | Day | Date | Time | REGIONAL OFFICER |
|--------------------|----------|------------|---------|--|
| Mildura LSC | | | | Far West Rebel Noter 0410010886 |
| Portland SLSC | Saturday | 25/10/2008 | 10.00am | |
| Port Fairy SLSC | Saturday | 25/10/2008 | 2.00pm | |
| Warrnambool SLSC | Sunday | 26/10/2008 | 10.00am | |
| Port Campbell SLSC | Sunday | 12/10/2008 | 2.00pm | |
| Apollo Bay SLSC | Sunday | 12/10/2008 | 10.00am | |
| Kennett River SLSC | Saturday | 11/10/2008 | 1.30pm | |
| Wye River SLSC | Saturday | 11/10/2008 | 10.00am | |

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|--------------------------------|----------|------------|---------|--|
| Lorne SLSC | Saturday | 25/10/2008 | 1.00pm | South West Mathew Ponsford 0419525258 |
| Fairhaven SLSC | Saturday | 8/11/2008 | 1.00pm | |
| Anglesea SLSC | Sunday | 26/10/2008 | 1.00pm | |
| Jan Juc SLSC | Saturday | 8/11/2008 | 10.00am | |
| Torquay SLSC | Sunday | 26/10/2008 | 9.00am* | |
| Bancoora SLSC | Saturday | 25/10/2008 | 5.00pm | |
| Barwon Heads / 13th Beach SLSC | Saturday | 25/10/2008 | 3.00pm | |
| Ocean Grove SLSC | Saturday | 25/10/2008 | 12.00pm | |
| Point Lonsdale SLSC | Saturday | 25/10/2008 | 9.00am | |

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|---------------------|----------|------------|---------|---|
| Altona LSC | Sunday | 19/10/2008 | 2.00pm | North Central Will Boyd 0410509935 |
| Williamstown LSC | Sunday | 19/10/2008 | 12.00pm | |
| Sandridge LSC | Sunday | 19/10/2008 | 10.00am | |
| Port Melbourne SLSC | Saturday | 18/10/2008 | 2.00pm | |
| South Melbourne LSC | Saturday | 18/10/2008 | 12.00pm | |
| St Kilda SLSC | Saturday | 18/10/2008 | 10.00am | |
| Brighton LSC | Sunday | 12/10/2008 | 12.00pm | |
| Elwood LSC | Sunday | 12/10/2008 | 2.00pm | |
| Hampton LSC | Saturday | 11/10/2008 | 4.00pm | |
| Sandringham LSC | Sunday | 12/10/2008 | 10.00am | |
| Half Moon Bay LSC | Saturday | 11/10/2008 | 2.00pm | |
| Black Rock LSC | Saturday | 11/10/2008 | 12.00pm | |
| Beaumaris LSC | Saturday | 11/10/2008 | 10.00am | |

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|------------------------|----------|------------|---------|--|
| Mentone LSC | Saturday | 25/10/2008 | 9.00am | Central Garry Paterson 0401149151 |
| Mordialloc LSC | Saturday | 25/10/2008 | 11.00am | |
| Aspendale LSC | Saturday | 25/10/2008 | 1.30pm | |
| Edithvale LSC | Saturday | 25/10/2008 | 3.00pm | |
| Chelsea Longbeach SLSC | Sunday | 26/10/2008 | 9.00am | |
| Bonbeach LSC | Sunday | 26/10/2008 | 11.00am | |
| Carrum SLSC | Sunday | 26/10/2008 | 1.30pm | |
| Seaford LSC | Sunday | 26/10/2008 | 3.00pm | |
| Frankston LSC | Sunday | 26/10/2008 | 11.00am | |

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|-------------------|----------|------------|---------|--|
| Mornington LSC | Saturday | 25/10/2008 | 9.00am | South Central Toby Dobell 0417114733 |
| Mount Martha SLSC | Saturday | 25/10/2008 | 11.30am | |
| Rosebud LSC | Saturday | 25/10/2008 | 1.30pm | |
| Dromana Bay LSC | Saturday | 25/10/2008 | 3.30pm | |
| Portsea SLSC | Sunday | 26/10/2008 | 9.00am | |
| Sorrento SLSC | Sunday | 26/10/2008 | 11.30am | |
| Gunnamatta SLSC | Sunday | 26/10/2008 | 2.00pm | |
| Point Leo SLSC | Sunday | 26/10/2008 | 4.00pm | |

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|---------------------|----------|------------|---------|---|
| Woolamai Beach SLSC | Saturday | 18/10/2008 | 9.00am | South East Scott Cameron 0418324266 |
| Cape Paterson SLSC | Saturday | 18/10/2008 | 11.30am | |
| Wonthaggi SLSC | Saturday | 18/10/2008 | 2.00pm | |
| Inverloch SLSC | Sunday | 19/10/2008 | 9.00am | |
| Venus Bay SLSC | Sunday | 19/10/2008 | 11.30am | |
| Waratah Beach SLSC | Sunday | 19/10/2008 | 2.30pm | |

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|---------------------|--|---|--|---|
| Woodside Beach SLSC | | To be finalised 5th October at District Meeting | | Far East Barry Smith 51432344(BH) |
| Seaspray SLSC | | | | |
| Lakes Entrance SLSC | | | | |
| Mallacoota SLSC | | | | |

*Inspection time changed from distributed Circular at Lifesaving Operations Conference.