



Circular

| | |
|---------------------|---|
| Title: | Gear and Equipment Inspection 2019/2020 |
| Date: | 15 August 2019 |
| Document ID: | 23, 2019/20 |
| Department: | Lifesaving |
| From: | Anna De Meersman, Lifesaving Development Officer Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Thursday, 8.30am to 5pm) Email: anna@slnwa.com.au |
| Audience: | Club Administrators, Club Director of Lifesaving and Equipment Officers |
| Summary: | Clubs are to update SurfGuard with details and current condition of key lifesaving gear and equipment by 30th September 2019 . Management and oversight of key lifesaving gear and equipment is critical to ensure items are fit for purpose and rescue ready, safe for use and readily available and accessible. |
| Action: | <ol style="list-style-type: none"> 1. Ensure all key lifesaving gear and equipment is captured within SurfGuard 2. Download and complete inspection checklists for key lifesaving gear and equipment 3. Update all key lifesaving gear and equipment information within SurfGuard with details from inspections by 27th September 2019. 4. Address any gaps, issues or deficiencies with gear and equipment including escalation to the SLSWA Lifesaving team. Discuss with the SLSWA Lifesaving team as required. 5. Retain copies of inspection checklists and send a copy to the SLSWA Lifesaving team (lifesaving@slnwa.com.au) by 30th September 2019. |
| Attachments: | <ol style="list-style-type: none"> 1. List of key Lifesaving Gear and Equipment to be captured within SurfGuard 2. Cheat sheet on how to capture information into SurfGuard |

Management and oversight of key lifesaving gear and equipment is critical to ensure items are:

- a) fit for purpose and rescue ready
- b) safe for use
- c) readily available and accessible

In turn, this will ensure:

- a) expectations related to lifesaving services can be fulfilled.
- b) members are not exposed to avoidable dangers or hazards.
- c) any gaps in items (quantities, type, etc.) can be addressed through Club or State run renewal and replacement programs or initiatives.

SurfGuard is the required tool to be used to enable the management of key lifesaving gear and equipment. Key information associated with these items can be captured for recording keeping and reporting as well as provide access to standardised inspection checklists.

In preparation for the upcoming season, Clubs are required to ensure all key lifesaving gear and equipment, as shown in Attachment 1, is captured within SurfGuard along with completed inspections prior to the first patrol. Only inspected and passed equipment may be used on patrol. Five process steps are required to achieve this:

1. Ensure all key lifesaving gear and equipment is captured within SurfGuard
2. Download and complete inspection checklists for key lifesaving gear and equipment
3. Update all key lifesaving gear and equipment information within SurfGuard with details from inspections
4. Address any gaps, issues or deficiencies with gear and equipment. Discuss with the SLSWA Lifesaving team as required.
5. Retain copies of inspection checklists and send a copy to the SLSWA Lifesaving team



More details regarding this process is shown in Attachment 2 linked to this Circular. Further information is available in the SurfGuard User Guide Section 7.7 - [Manage Gear and Equipment](#).

Completion of inspections AND the update of the information into SurfGuard will ensure your Club is ready to conduct patrols this upcoming season as well as allow SLSWA to understand the needs of Clubs with regards to gear and equipment. The information obtained from SurfGuard will also assist in completing state and national reporting to external bodies.

Any further queries relating to Gear and Equipment Inspections can be forwarded to Anna De Meersman (SLSWA Lifesaving Development Officer) SLSWA via phone (08) 9207 6666 or email anna@slsa.com.au.

A handwritten signature in black ink, appearing to read "J. O'Toole".

James O'Toole
Chief Executive Officer



ATTACHMENT 1

A range of gear and equipment can be managed within SurfGuard as shown in the following list. Items highlighted in green must be captured within SurfGuard and the relevant checklist completed. All other items are optional and at the discretion of the Club to completed.

| Type | Definition | Requirement to capture in Surfguard |
|------------------------------------|-------------------------------|---|
| Administration Equipment | Various office equipment | Optional |
| Beach Vehicle (ATV) | Side by side vehicles | Essential (key lifesaving equipment) |
| Buildings and Structures | Observation Towers | Optional |
| Club Equipment | Various Club equipment | Optional |
| Competition Equipment | Various competition equip | Optional |
| Computer and Electrical | Beach phones and iPads | Optional |
| Defibrillator | Self-explanatory | Essential (key lifesaving gear) |
| First Aid Equipment | Various first aid equipment | Optional |
| Fuel Cell | Non-racing fuel cell | Essential (key lifesaving equipment) |
| Inflatable Rescue Equipment | Non-racing craft | Essential (key lifesaving equipment) |
| IRB | Non-racing craft | Essential (key lifesaving equipment) |
| IRB Motor | Non-racing motors | Essential (key lifesaving equipment) |
| JRB | Jet rescue boats | Not applicable |
| Lifejacket | Non-racing lifejackets | Essential (key lifesaving gear) |
| Manikin | Self-explanatory | Optional |
| ORB | Offshore Rescue Boat | Not applicable |
| Oxygen Resuscitator | Self-explanatory | Essential (key lifesaving gear) |
| Patrol Equipment (Misc) | Various Patrol equipment | Optional |
| Patrol Uniforms | Self-explanatory | Not required |
| Personal Locator Beacons | Self-explanatory | Not required |
| Radio | Self-explanatory | Not required |
| Rescue Board | Self-explanatory | Optional |
| Rescue Fins (Flippers) | Self-explanatory | Optional |
| RIB | Rigid Inflatable Boat | Not applicable |
| RIB / ORB Outboard Motor | Self-explanatory | Not applicable |
| RWC | Jet-ski and associated gear | Not required |
| Shark Bag / Major Haemorrhage Kit | Self-explanatory | Optional |
| Spinal Equipment | Self-explanatory | Optional |
| Suction Equipment (manual) | Self-explanatory | Optional |
| Surf Helmets | Self-explanatory | Optional |
| Trailer | Mobile patrol shelters | Optional |
| Vehicle | On beach vehicles | Optional |
| Water Rescue Manikin | Self-explanatory | Optional |



ATTACHMENT 2

Step 1 – Ensure all key gear and equipment is captured within SurfGuard

Clubs can access the relevant areas within SurfGuard by using the following pathway:

Organisational Management > Gear & Equipment > Manage Gear & Equipment



Details of, in particular, key lifesaving gear and equipment can be captured in this area using the “Manage” button against each type. At a minimum, please complete the compulsory information required, as denoted by *.

View Gear & Equipment @ Surf Life Saving WA

Add blank columns when printing checklist(s)
[Print All Checklists](#) [View Patrol Equipment Checklist](#)

| Type | Total | Options |
|---------------------------------|-------|--|
| Administration Equipment | 0 | Manage |
| Beach Vehicle (ATV) | 1 | Manage Print Checklist |
| Buildings and Structures | 0 | Manage |
| Club Equipment | 0 | Manage |
| Competition Equipment | 0 | Manage |
| Computer and Electrical | 2 | Manage |
| Defibrillator | 11 | Manage Print Checklist |
| First Aid Equipment | 3 | Manage Print Checklist |
| Fuel Cell | 0 | Manage |
| Inflatable Rescue Equipment | 0 | Manage |
| IRB | 3 | Manage Print Checklist |
| IRB Motor | 4 | Manage Print Checklist |
| JRB | 0 | Manage |
| Lifeguard | 0 | Manage |
| Mankin | 0 | Manage |
| ORB | 0 | Manage |
| Oxygen Resuscitator | 3 | Manage Print Checklist |
| Patrol Equipment (Misc) | 0 | Manage |
| Patrol Uniforms | 0 | Manage |
| Personal Locator Beacons | 0 | Manage |
| Radio | 6 | Manage Print Checklist |
| Rescue Board | 7 | Manage Print Checklist |
| Rescue Fins (Flippers) | 0 | Manage |
| Rescue Tube | 3 | Manage Print Checklist |
| RB | 0 | Manage |
| RB/ORB Outboard Motor | 0 | Manage |
| RWC | 0 | Manage |
| Shark Bag/Major Haemorrhage Kit | 0 | Manage |
| Spinal Equipment | 3 | Manage Print Checklist |
| Suction Equipment (manual) | 0 | Manage |
| Surf Helmets | 0 | Manage |
| Trailer | 0 | Manage |
| Vehicle | 1 | Manage Print Checklist |
| Water Rescue Mankin | 0 | Manage |

- Used to enter new item for the type of gear & equipment
 - Also used to update or remove existing items



Step 2 – Download and complete inspection checklists for key lifesaving gear and equipment

Inspection checklists for key lifesaving gear and equipment can be obtained by using the “Print Checklist” button against each type. Checklists are not available for all types of gear and equipment but when available is only visible when 1 or more items have been captured within SurfGuard. At a minimum, please complete the compulsory information within each checklist highlighted in grey.

View Gear & Equipment @ Surf Life Saving WA

Add blank columns when printing checklist(s)

[Print All Checklists](#) [View Patrol Equipment Checklist](#)

| Type | Total | Options |
|---------------------------------|-------|--|
| Administration Equipment | 0 | Manage |
| Beach Vehicle (ATV) | 1 | Manage Print Checklist |
| Buildings and Structures | 0 | Manage |
| Club Equipment | 0 | Manage |
| Competition Equipment | 0 | Manage |
| Computer and Electrical | 2 | Manage |
| Defibrillator | 11 | Manage Print Checklist |
| First Aid Equipment | 3 | Manage Print Checklist |
| Fuel Cell | 0 | Manage |
| Inflatable Rescue Equipment | 0 | Manage |
| IRB | 3 | Manage Print Checklist |
| IRB Motor | 4 | Manage Print Checklist |
| JRB | 0 | Manage |
| Lifejacket | 0 | Manage |
| Manikin | 0 | Manage |
| ORB | 0 | Manage |
| Oxygen Resuscitator | 3 | Manage Print Checklist |
| Patrol Equipment (Misc) | 0 | Manage |
| Patrol Uniforms | 0 | Manage |
| Personal Locator Beacons | 0 | Manage |
| Radio | 6 | Manage Print Checklist |
| Rescue Board | 7 | Manage Print Checklist |
| Rescue Fins (Flippers) | 0 | Manage |
| Rescue Tube | 3 | Manage Print Checklist |
| RIB | 0 | Manage |
| RIB/ORB Outboard Motor | 0 | Manage |
| RWC | 0 | Manage |
| Shark Bag/Major Haemorrhage Kit | 0 | Manage |
| Spinal Equipment | 3 | Manage Print Checklist |
| Suction Equipment (manual) | 0 | Manage |
| Surf Helmets | 0 | Manage |
| Trailer | 0 | Manage |
| Vehicle | 1 | Manage Print Checklist |
| Water Rescue Manikin | 0 | Manage |

- Button only visible when a checklist is available and / or when there is 1 or more items captured within SurfGuard
 - Click button to download a hard copy of the inspection checklist to complete

Each inspection checklist is different, however each checklist does use the same equipment condition rating system with the following descriptions provided to assist in determining the state of gear & equipment:

| Rating | Description | Condition / Usability | Action |
|----------------|--|---|---|
| P = Pass | <ul style="list-style-type: none"> New or near new condition Fully operational No safety issues or damage | Excellent / Suitable for use | No further action required |
| F = Fair | <ul style="list-style-type: none"> Fully operational Item may have age or damage that does not hinder operation or safety (e.g. scratches) | Good / Use with care | Continue use with regular monitoring and action when / as required |
| R = Re-inspect | <ul style="list-style-type: none"> Out of service items requiring repair Items that need external / professional verification | / Not suitable for use | DO NOT USE until repaired to safe standard suitable for use or re-inspected by an external body |
| D = Discard | <ul style="list-style-type: none"> Beyond economical repair Irreparable damage negatively affecting safety or function Legacy item no longer required | Replacement Required / Not suitable for use | Discard (e.g. sell, recycle) and inform SLSWA prior to removing this item from SurfGuard |



Step 3 – Update all key lifesaving gear and equipment information within SurfGuard with details from inspections

Once each inspection is completed, update details of, in particular, key lifesaving gear and equipment by again using the “Manage” button against each type. At a minimum, please complete the compulsory information required, as denoted by *, but also any other key information that describes the current condition or future life expectancy of the item.

Manage Gear & Equipment @ Surf Life Saving WA

Update | Reset | Cancel

Beach Vehicle (ATV)

Name: * Beach Vehicle (ATV) - 1

BSEF Grant:

Current Gear Inspection Date: 13/05/2019 dd/mm/yyyy

Date of Purchase: * 01/09/2014 dd/mm/yyyy

Equipment Condition: * **Excellent**

Equipment Insured by: Uninsured

Equipment Insured for: \$ 20144

Gear Inspection Completed by: D. Andrew

Gear Inspection Notes/Comments: **Good Condition small damage to front bumper**

Item Description: Yellow SSV

Last Service on: dd/mm/yyyy

Make/Model: Can-Am Commander

Manufacturer: BRP

Manufacturer Serial No.: * 3JEU4N42JK000108

Maximum Capacity (POB): 3

Notes:

Price on Purchase: \$ 20144

Purchased From: Seadoo Leisure

Registration Expiry: dd/mm/yyyy

Registration Number: NA

Service Due: 13/05/2020 dd/mm/yyyy

Service notes:

SSV (ATV) Make: * Bobcat

SSV (ATV) Model: * Commander SSV 800

Successfully Completed Gear Inspection:

Created by: Surf Com at: 13/05/2019 19:25:30
Last updated by: Nick Pavy at: 07/08/2019 16:32:25

Update | Reset | Cancel

- Update equipment condition relative to inspection checklist rating:
Pass = Excellent
Fair = Good
Re-Inspect = BLANK
Discard = Replacement Required

Summarise item condition, status, expected remaining life, etc.

Step 4 - Address any gaps, issues or deficiencies with gear and equipment. Discuss with the SLSWA Lifesaving team as required.

Identify strategies to close any gaps, resolve issues or rectify deficiencies with gear and equipment through repair, renewal or replacement strategies. Clubs are encouraged to discuss any issues that cannot be resolved within the Club or will negatively impact capability to deliver lifesaving services with the SLSWA Lifesaving team as soon as possible.

Step 5 - Retain copies of inspection checklists and send a copy to the SLSWA Lifesaving team

Please note that there is no ability to scan and upload inspection checklists into SurfGuard. Clubs should retain a copy of each inspection and scan / send a copy to the SLSWA Lifesaving team at lifesaving@slswa.com.au.