

Circular

Title:	Gear and Equipment Inspection 2020/2021
Date:	26 August 2020
Document ID:	20, 2020/2021
Department:	Lifesaving
From:	Domenic Cowdell, Club Lifesaving and Training Officer Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: dcowdell@slnswa.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 as well as provide copies of associated inspection checklists to SLSWA by 30th September 2020 . 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 2020. 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@slnswa.com.au) by 30th September 2020.

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 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 record 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 holistically 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 Domenic Cowdell (Club Lifesaving and Training Officer) SLSWA via phone (08) 9207 6666 or email dcowdell@sloswa.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 yellow 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)

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
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 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

Name: *	Beach Vehicle (ATV) Beach Vehicle (ATV) - 1
BSEF Grant:	<input type="checkbox"/>
Current Gear Inspection Date:	13/05/2019 <input type="text" value="dd/mm/yyyy"/>
Date of Purchase: *	01/09/2014 <input type="text" value="dd/mm/yyyy"/>
Equipment Condition: *	Excellent <input type="text"/>
Equipment Insured by::	Unsure
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::	<input type="text" value="dd/mm/yyyy"/>
Make/Model:	Can-Am Commander
Manufacturer:	BRP
Manufacturer Serial No.:	3JEU4N42JK000108
Maximum Capacity (POB):	3
Notes:	<input type="text"/>
Price on Purchase: \$	20144
Purchased From::	Seadoo Leisure
Registration Expiry:	<input type="text" value="dd/mm/yyyy"/>
Registration Number:	NA
Service Due:	13/05/2020 <input type="text" value="dd/mm/yyyy"/>
Service notes::	<input type="text"/>
SSV (ATV) Make: *	Bobcat
SSV (ATV) Model: *	Commander SSV 800
Successfully Completed Gear Inspection:	<input checked="" type="checkbox"/>

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.