Circular

Title:	**Gear and Equipment Inspection 2023/2024**
Date:	10 August 2023
Document ID:	**22, 2023/2024**
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@slswa.com.au
Audience:	Club Administrators, Club Director of Lifesaving and Equipment Officers
Summary:	Clubs are reminded to update SurfGuard with details and current condition of key lifesaving gear and equipment before the first patrol of the new season. This activity is to ensure key lifesaving gear and equipment are fit for purpose and rescue ready, safe for use and readily available and accessible.
Action:	1. Refer table below.

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 platform to be used by clubs to manage key lifesaving gear and equipment. It is considered necessary that key information associated with these items is captured for record keeping and reporting in line with standardised inspection checklists.

In preparation for the upcoming season, it is recommended clubs inspect all key lifesaving gear and equipment, as shown in Attachment 1, prior to the first patrol. Only inspected and equipment assessed as fit for purpose should be used on patrol. Inspections can be completed using paper-based checklist that can be downloaded from SurfGuard or paperless checklists via the Operations App.

Four process steps are required to achieve this:

STEP	ACTION	
1	Ensure all key lifesaving gear and equipment is captured within SurfGuard equipment management module.	
2	Download and complete paper-based inspection checklists for key lifesaving gear and equipment.	Gain access to complete inspections via the Operations App and complete paperless checklist for key lifesaving gear and equipment.
3	Update all key lifesaving gear and equipment information from the inspection into SurfGuard. Retain copies of inspection checklists.	No action required as information is sent from the Operations App to SurfGuard.
4	Address any gaps, issues or deficiencies with gear and equipment.	

More details regarding the paper-based process is shown in Attachment 2 linked to this Circular. Further information is available in the SurfGuard User Guide Section 5.6 - Manage Gear and Equipment. More information relating to the paperless process is available in the Operations App User Guide Section 8 – Gear.

Completion of inspections and the update of the information into SurfGuard will ensure your club is ready to conduct patrols this upcoming season. The information obtained from SurfGuard will also assist SLSWA in completing state and national reporting to external bodies.

Any further queries relating to Gear and Equipment Inspections, including getting access to the Operations App to complete paperless inspections, can be forwarded to Domenic Cowdell (Club Lifesaving and Training Officer) SLSWA via phone (08) 9207 6666 or email dcowdell@slswa.com.au.

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	SurfGuard Capture
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
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)**
Lifejacket	**Non-racing lifejackets**	**Essential (key lifesaving gear)**
Manikin	Self-explanatory	Optional
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**	**Essential (key lifesaving gear)**
Rescue Board	**Self-explanatory**	**Essential (key lifesaving gear)**
Rescue Fins (Flippers)	Self-explanatory	Optional
RWC	Jet ski and associated gear	Essential if club has RWC agreement
Major Haemorrhage Kit	Self-explanatory	Optional
Spinal Equipment	**Self-explanatory**	**Essential (key lifesaving gear)**
Suction Equipment (manual)	**Self-explanatory**	**Essential (key lifesaving gear)**
Surf Helmets	Self-explanatory	Optional
Trailer	Mobile patrol shelters	Optional
Vehicle	**On beach vehicles**	**Essential**
Water Rescue Manikin	Self-explanatory	Optional

ATTACHMENT 2

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

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

Menu > Organisational Management > Manage Gear & Equipment

Details of 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 *.

New equipment can only be entered by using Surfguard.

Existing equipment can be audited by using the Operations App. For a member to gain access to this feature they need the 'Gear and Equipment Auditor (Club Endorsed)' award. Contact SLSWA to obtain it.
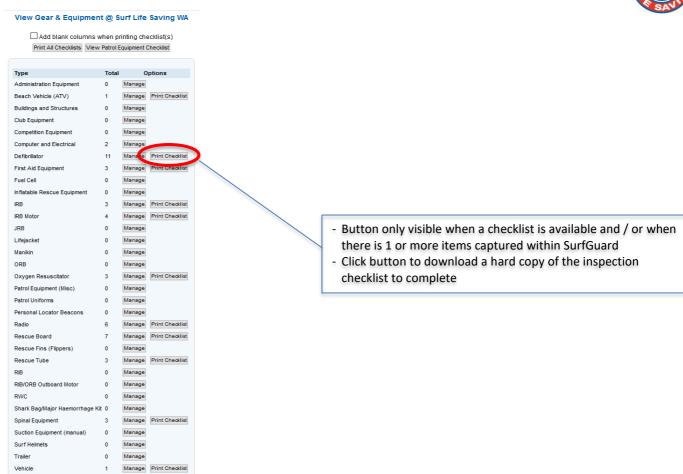
View Gear & Equipment @ Surf Life Saving WA

☐ 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	

- 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	• New or near new condition • Fully operational • No safety issues or damage	Excellent / Suitable for use	No further action required
F = Fair	• 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	• 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	• 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 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.

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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: *	01/08/2018 📅 dd/mm/yyyy
Equipment Condition: *	Excellent ▼
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::	📅 dd/mm/yyyy
Make/Model:	Can-Am Commander
Manufacturer:	BRP
Manufacturer Serial No.: *	3JEUGAN42JK000108
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.