

## Circular

<b>Title:</b>	<b>Gear and Equipment Inspection 2025/2026</b>
<b>Date:</b>	14 August 2025
<b>Document ID:</b>	<b>24, 2025/2026</b>
<b>Department:</b>	Lifesaving
<b>From:</b>	Lachlan Olive, Lifesaving Development Officer Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: <a href="mailto:lolive@sllswa.com.au">lolive@sllswa.com.au</a>
<b>Audience:</b>	Club Administrators, Club Director of Lifesaving, Area Captains/Officers and Equipment Officers
<b>Summary:</b>	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.
<b>Attachments:</b>	1. Management of Gear & Equipment in SurfGuard 2. Gear & Equipment Inspection Process

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 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 2025/2026 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.

Table 1: 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 of 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 Lachlan Olive (Lifesaving Development Officer) SLSWA via phone (08) 9207 6666 or email [lolive@slswa.com.au](mailto:lolive@slswa.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 be completed.

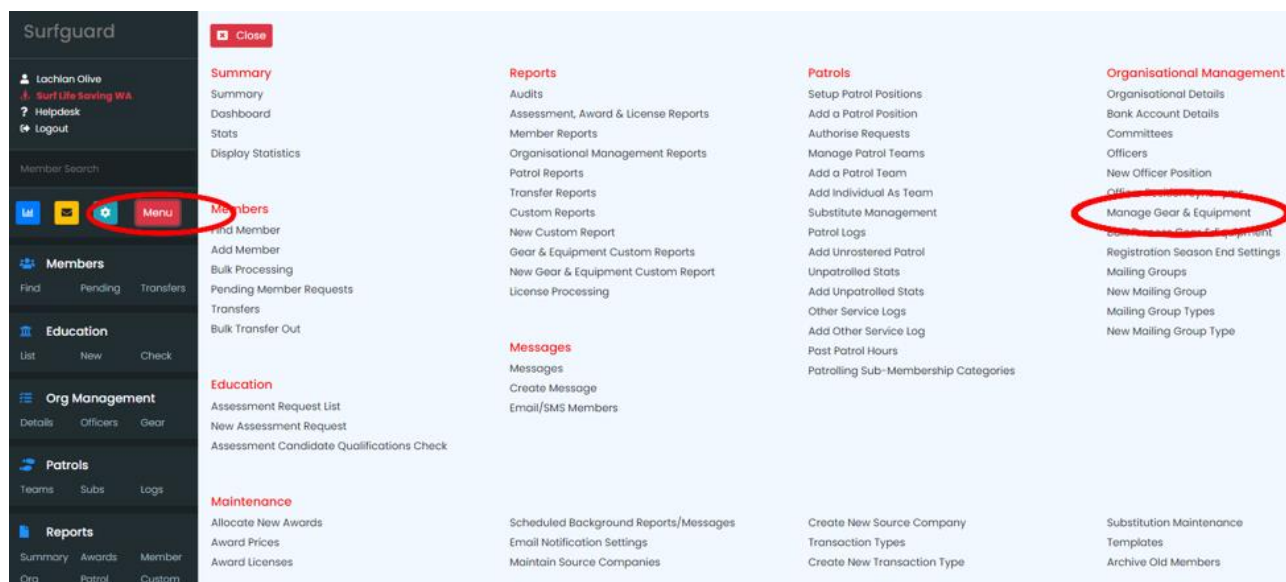
Type	Definition	SurfGuard Capture
Administration Equipment	Various office equipment	Optional
<b>Beach Vehicle (ATV)</b>	<b>Side by side vehicles</b>	<b>Essential (key lifesaving equipment)</b>
Buildings and Structures	Observation Towers	Optional
Club Equipment	Various Club equipment	Optional
Computer and Electrical	Beach phones and iPads	Optional
<b>Defibrillator</b>	<b>Self-explanatory</b>	<b>Essential (key lifesaving gear)</b>
First Aid Equipment	Various first aid equipment	Optional
<b>Fuel Cell</b>	<b>Non-racing fuel cell</b>	<b>Essential (key lifesaving equipment)</b>
<b>Inflatable Rescue Equipment</b>	<b>Non-racing craft</b>	<b>Essential (key lifesaving equipment)</b>
<b>IRB</b>	<b>Non-racing craft</b>	<b>Essential (key lifesaving equipment)</b>
<b>IRB Motor</b>	<b>Non-racing motors</b>	<b>Essential (key lifesaving equipment)</b>
<b>Lifejacket</b>	<b>Non-racing lifejackets</b>	<b>Essential (key lifesaving gear)</b>
Manikin	Self-explanatory	Optional
<b>Oxygen Resuscitator</b>	<b>Self-explanatory</b>	<b>Essential (key lifesaving gear)</b>
Patrol Equipment (Misc)	Various Patrol equipment	Optional
Patrol Uniforms	Self-explanatory	Not required
Powercraft PPE and Uniforms	Self-explanatory	Not required
Personal Locator Beacons	Self-explanatory	Not required
Radio	Self-explanatory	<b>Essential (key lifesaving gear)</b>
<b>Rescue Board</b>	<b>Self-explanatory</b>	<b>Essential (key lifesaving gear)</b>
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	<b>Essential (key lifesaving gear)</b>
Suction Equipment (manual)	Self-explanatory	<b>Essential (key lifesaving gear)</b>
Surf Helmets	Self-explanatory	Optional
Trailer	Mobile patrol shelters	Optional
<b>Vehicle</b>	<b>On beach vehicles</b>	<b>Essential</b>
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 be entered by using Surfguard or the Operations App.

Equipment can be audited and inspected by using the Operations App (or Surfguard). 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	<a href="#">Manage</a>
Beach Vehicle (ATV)	1	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Buildings and Structures	0	<a href="#">Manage</a>
Club Equipment	0	<a href="#">Manage</a>
Competition Equipment	0	<a href="#">Manage</a>
Computer and Electrical	2	<a href="#">Manage</a>
Defibrillator	11	<a href="#">Manage</a> <a href="#">Print Checklist</a>
First Aid Equipment	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Fuel Cell	0	<a href="#">Manage</a>
Inflatable Rescue Equipment	0	<a href="#">Manage</a>
IRB	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
IRB Motor	4	<a href="#">Manage</a> <a href="#">Print Checklist</a>
JRB	0	<a href="#">Manage</a>
Lifejacket	0	<a href="#">Manage</a>
Manikin	0	<a href="#">Manage</a>
ORB	0	<a href="#">Manage</a>
Oxygen Resuscitator	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Patrol Equipment (Misc)	0	<a href="#">Manage</a>
Patrol Uniforms	0	<a href="#">Manage</a>
Personal Locator Beacons	0	<a href="#">Manage</a>
Radio	6	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Rescue Board	7	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Rescue Fins (Flippers)	0	<a href="#">Manage</a>
Rescue Tube	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
RIB	0	<a href="#">Manage</a>
RIB/ORB Outboard Motor	0	<a href="#">Manage</a>
RWC	0	<a href="#">Manage</a>
Shark Bag/Major Haemorrhage Kit	0	<a href="#">Manage</a>
Spinal Equipment	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Suction Equipment (manual)	0	<a href="#">Manage</a>
Surf Helmets	0	<a href="#">Manage</a>
Trailer	0	<a href="#">Manage</a>
Vehicle	1	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Water Rescue Manikin	0	<a href="#">Manage</a>

- 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 *(if using the SLSA Operations app skip to step 4).*

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

- 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"> <li>New or near new condition</li> <li>Fully operational</li> <li>No safety issues or damage</li> </ul>	Excellent / Suitable for use	No further action required
F = Fair	<ul style="list-style-type: none"> <li>Fully operational</li> <li>Item may have age or damage that does not hinder operation or safety (e.g. scratches)</li> </ul>	Good / Use with care	Continue use with regular monitoring and action when / as required
R = Re-inspect	<ul style="list-style-type: none"> <li>Out of service items requiring repair</li> <li>Items that need external / professional verification</li> </ul>	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"> <li>Beyond economical repair</li> <li>Irreparable damage negatively affecting safety or function</li> <li>Legacy item no longer required</li> </ul>	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.

## 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: \* 01/08/2014 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.: \* 3JEU42JK000108

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

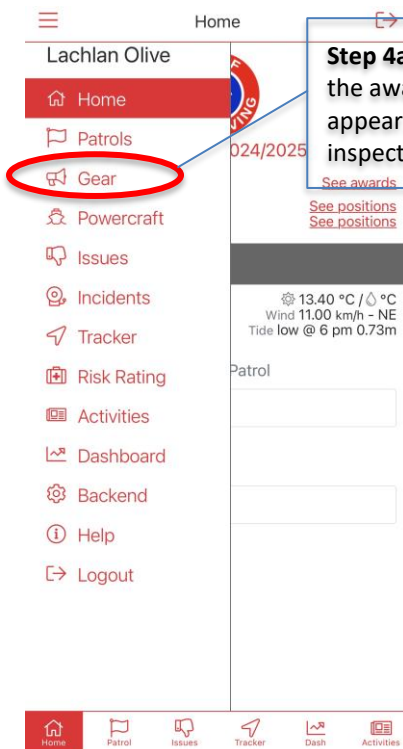
Update | Reset | Cancel

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

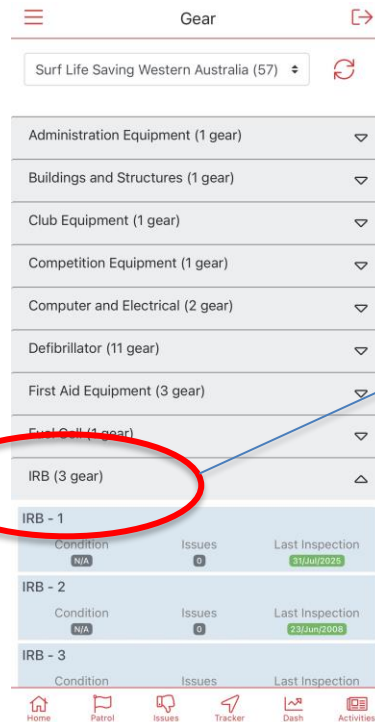
Summarise item condition, status, expected remaining life, etc.

### Step 4 - Complete inspection checklists for key lifesaving gear and equipment using the SLSA Operations App (skip this step if you've completed hard copy inspections via the surfguard method).

Inspection checklists for key lifesaving gear and equipment can be completed on the Operations App once you have obtained the 'Gear and Equipment Auditor (Club Endorsed)' award.



**Step 4a** - Once you've obtained the award the gear tab will appear. Click to complete inspections or flag issues.



**Step 4b** - Select the type of equipment and then specific item/ asset.



← Gear Inspections

IRB - 1

Condition	Issues	Last Inspection
N/A	0	31/Jul/2025

Current Inspection Date  
31/07/2025

Inspection Completed By  
Lachlan Olive

Inspection Comments  
Test

Successfully Completed  
Passed

Inspections ↻

PASS	Lachlan Olive	31/Jul/2025 12:40 pm
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**Step 4c - To complete an inspection, click**

← Inspection

Equipment Condition

H.I.N (if required by State/Territory)

IRB Class  
Class 1 - Soft Hull

IRB Make / Model

IRB Manufacturer

IRB Registration No. (e.g. SR No.)  
GA336

Manufacturer Serial No.

Registration Expiry

SLSA Serial No. (e.g. 1/AC/20/001)

IRB Code of Conduct (on Notice/Board)

Discard	Re-inspect	Pass
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Floorboard Out (Class 1 & Class 3) Y / N

Discard	Re-inspect	Pass
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Buoyancy Tube Wear to Underside

Discard	Re-inspect	Pass
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Buoyancy Tube Wear at Floorboard Junction

Discard	Re-inspect	Pass
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Reflective Tape

Discard	Re-inspect	Pass
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32 missing steps **Save**

**Step 4d - Each inspection checklist is different depending on the type of equipment. Based on the condition of the equipment each element must be rated.**

← Inspection

Whistle

Discard	Re-inspect	Pass
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Fuel Cell (no leaks, no sharps)

Discard	Re-inspect	Pass
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Floorboards (not worn, no holes/sharps)

Discard	Re-inspect	Pass
---------	------------	------

Floorboard hinge condition (if applicable)

Discard	Re-inspect	Pass
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Fuel Cell's Fixings

Discard	Re-inspect	Pass
---------	------------	------

Foot Straps (1xdriver, 1xcrew)

Discard	Re-inspect	Pass
---------	------------	------

Pressure Gauge (1/boat type)

Discard	Re-inspect	Pass
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Notes

No further action required.

**Save**

**Step 4e - Once all elements have been rated click save to complete the inspection.**

← Gear Inspections

IRB - 1

Condition	Issues	Last Inspection
N/A	0	31/Jul/2025

Current Inspection Date  
31/07/2025

Inspection Completed By  
Lachlan Olive

Inspection Comments  
No further action required.

**Inspection saved!**

**OK**

**Step 5 - 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.