

Circular

Title:	Gear and Equipment Inspection 2026/2027
Date:	13 August 2026
Document ID:	23, 2026/2027
Department:	Lifesaving
From:	Cam Robbins, Lifesaving Department Manager Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: crobbins@slswa.com.au
Audience:	Club Administrators, Club Director of Lifesaving, Area Captains/Officers 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.
Attachments:	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 2026/2027 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 Cam Robbins (Lifesaving Department Manager) SLSWA via phone (08) 9207 6666 or email crobbins@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.

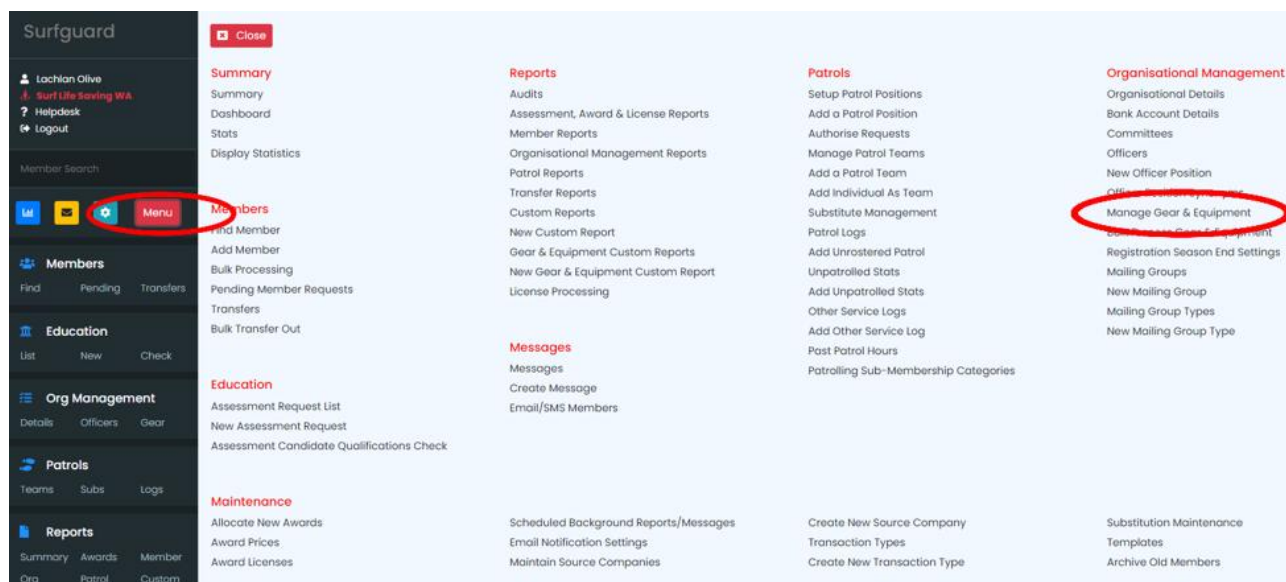
Type	Definition	SurfGuard Capture
Administration Equipment	Various office equipment	Optional
Beach Vehicle (ATV)	Side by side vehicles	Essential (key lifesaving equipment)
Buildings and Structures	Observation Towers	Optional
Club Equipment	Various Club equipment	Optional
Computer and Electrical	Beach 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
Powercraft PPE and 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 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	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 *(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	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.

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

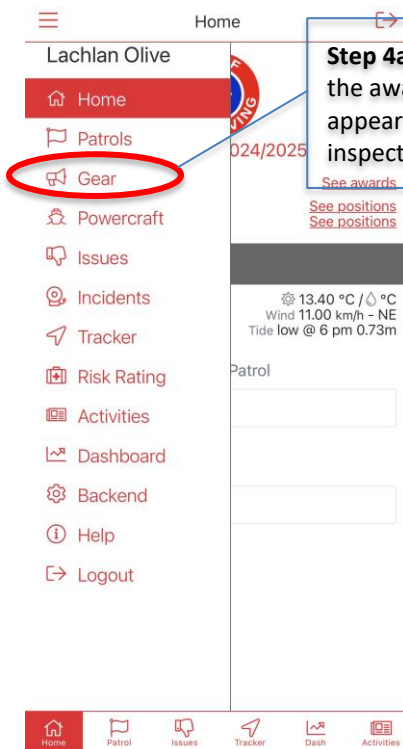
Update | Reset | Cancel

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

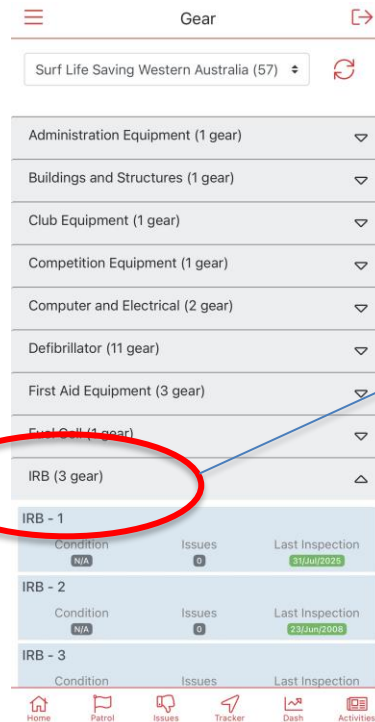
Summarise item condition, status, expected remaining life, etc.

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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Updated less than a minute ago

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)

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.

IRB Code of Conduct (on Notice/Board)

Discard Re-inspect Pass

Floorboard Out (Class 1 & Class 3) Y / N

Discard Re-inspect Pass

Buoyancy Tube Wear to Underside

Discard Re-inspect Pass

Buoyancy Tube Wear at Floorboard Junction

Discard Re-inspect Pass

Reflective Tape

Discard Re-inspect Pass

32 missing steps Save

← Inspection

Whistle

Discard Re-inspect Pass

Fuel Cell (no leaks, no sharps)

Discard Re-inspect Pass

Floorboards (not worn, no holes/sharps)

Discard Re-inspect Pass

Floorboard hinge condition (if applicable)

Discard Re-inspect Pass

Fuel Cell's Fixings

Discard Re-inspect Pass

Foot Straps (1xdriver, 1xcrow)

Discard Re-inspect Pass

Pressure Gauge (1/boat type)

Discard Re-inspect Pass

Notes

No further action required.

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.