



Ensure that fields in each gear item with a **red \*** are filled in. These items are the minimum data set for each gear item (e.g. name, make, model and serial number). You will see the **red \*** while in the gear item “new” or “edit” screen.

**Tip** – if you have not yet entered your lifesaving equipment into Surfguard, you will need do a stock take **NOW** leading up to your gear inspection to record details about each gear item. Items such as rescue tubes should be numbered with a thick black permanent marker.

\*\*Gear items required to be entered into Surfguard are indicated by a “Yes” in the table below. Please note that this is the national minimum requirement and that some states require further information.

**Table 1 – Surfguard Gear Set**

<u><b>Gear item</b></u>	<u><b>National Gear Form</b></u>
Administration Equipment	No
Beach Vehicle (ATV)	Yes
Beach Vehicle (Mobile)	Yes
Buildings and Structures	No
Club Equipment	Yes
Competition Equipment	No
Computer and Electrical	No
Defibrillator	Yes
First Aid Equipment	No <b><u>LSV Specific - available on LSV website</u></b>
IRB	Yes
IRB Motor	Yes
Manikin	Yes
Oxygen Resuscitator	Yes
Patrol Equipment (Misc)	No <b><u>LSV Specific - available on LSV website</u></b>
Patrol Uniforms	No
Radio	Yes
Rescue Board/Boogie Board	Yes
Rescue Tube	Yes
RWC	No List under development
Shark/Major Hemorrhage Kit	No <b><u>LSV specific - available on LSV website</u></b>
Spinal Equipment	Yes
Trailer	Yes

**Step Two**

Once you have the mandatory fields filled in for each of the above items you are ready to go. You can either print individual sheets or print all sheets at once while in the Manage (or “View”) Gear and Equipment page.

**Step Three**

On gear inspection day you should have printed the pre filled inspection checklist form for each of the items required in Table 1 (above).

## Step Four

Once the gear inspection is complete you should update your gear profile in Surfguard with any gear items that were not previously recorded in Surfguard.

There are fields to indicate that an item has been inspected by checking the “gear inspection completed” box under each item. You can also add the name of the Gear Inspector and any comments on the gear items. This is part of the Inspection process and will be checked by the Regional Officer to confirm that the club is compliant with gear inspection

Some gear inspection panels may choose to be online at the time of inspection and enter gear items as complete whilst conducting the inspection.

## **Gear Inspection Action Required**

### States

- 1) Distribute new gear inspection procedures to gear inspection panels.
- 2) Ensure that all clubs have completed the gear inspection prior to the start of patrols (or as per state requirements).
- 3) Provide clubs and services with additional inspection process (timing, note any additional items to be inspected, process, post inspection follow up or additional data entry etc)

### Inspection Panels

- 1) Conduct the annual gear inspection as per normal practice but by using pre-filled forms printed by the club. Take along spare copies of forms if required
- 2) Provide each club with a copy of the completed inspection paperwork (on the day or by post afterwards)
- 3) Provide each club with any further additional paperwork (e.g. re-inspected items).
- 4) Consider using online resource on the day of the inspection to record inspector name and details of inspection live into the club’s gear profile

### Clubs / Services

- 1) If you did not enter your gear into Surfguard from last year’s inspection and do not have your gear in Surfguard – enter or update it now
- 2) Print off your forms for your inspection process.

## **FAQs**

### **Why do we need gear and equipment in Surfguard**

A national approach to gear inspections and data capture will see several important benefits at all levels of the organisation:

- All clubs being inspected to the same criteria.
- Improved efficiency for the gear & equipment inspection process.
- The ability to produce a club, state and national ‘snapshot’ of gear & equipment, as well as a variety of reports and statistics.

- Better logistic information available for emergency planning / event management.
- Improved record keeping for club assets.
- Eventual phase out of duplicated gear & equipment reporting, such as the 'Annual Summary Return'.

### **What inspection forms are not in Surfguard?**

There is currently no endorsed **national first aid inspection form** as each state's requirement on first aid kits differ. You should use your State inspection form for this gear item. The same goes for the General Patrol Equipment you will need to use the State inspection form available from LSV's website

SLSA also does not have inspection forms for:

- Computer and electrical equipment
- Patrol Uniforms
- Administration equipment
- Building and structures
- Competition equipment

### **What if I don't already have my equipment entered into Surfguard?**

If you did not enter your gear into Surfguard following last year's inspection and do not have your gear in Surfguard you need to update it now. You can do this by referring to the national gear inspection form from last year or by conducting an audit of equipment prior to gear inspection this year. The inspection forms have the minimum required gear data list at the top of each inspection form. Or if in doubt contact your regional Officer

### **Do I have to enter all equipment into Surfguard?**

Not all gear & equipment items are required to be registered in Surfguard; however clubs are encouraged to enter as much information as available for each major asset, not just the essential information requested for lifesaving equipment. This will assist you in keeping track of assets and may be used for lost or stolen equipment etc.

### **Why don't I see a "print checklist" button next to my gear item?**

If you do not have equipment listed under a gear item you will not see the "print checklist" button

### **What do I do if an item is listed on the checklist but is no longer owned by the club?**

You should cross the item out and note that it had been sold or lost etc. It should then be deleted from Surfguard

### **What do I do if the club has additional items of gear that are not included on the inspection list?**

You should add the item to a spare column on the checklist or on a new page. The club should then add the item into Surfguard

## What do I do if you want a change to the gear checklist?

The checklists have been created and endorsed by the National Board of Lifesaving made up of each state Director of Lifesaving. You should write to your state Director or Manager if you have a suggestion relating to changing gear criteria located on the form. Please also copy in Matt Thompson at SLSA [mthompson@slsa.asn.au](mailto:mthompson@slsa.asn.au) Feedback is always appreciated as part of the continual improvement process.

### **For additional information or detail on this Circular contact:**

Your Regional Officer directly or  
**Greg Scott**, Lifesaving Services Support Officer by  
Email [greg.scott@lifesavingvictoria.com.au](mailto:greg.scott@lifesavingvictoria.com.au) or by  
Phone (03) 9676 6935 (direct) or 0438 000 872 (mobile)

Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au) Address: P O  
Box 353 South Melbourne DC 3205

## GEAR INSPECTION DATE FOR SEASON 2008/09

CLUB NAME	Day	Date	Time	REGIONAL OFFICER
Mildura LSC				<b>Far West Rebel Noter 0410010886</b>
Portland SLSC	Saturday	25/10/2008	10.00am	
Port Fairy SLSC	Saturday	25/10/2008	2.00pm	
Warrnambool SLSC	Sunday	26/10/2008	10.00am	
Port Campbell SLSC	Sunday	12/10/2008	2.00pm	
Apollo Bay SLSC	Sunday	12/10/2008	10.00am	
Kennett River SLSC	Saturday	11/10/2008	1.30pm	
Wye River SLSC	Saturday	11/10/2008	10.00am	

Lorne SLSC	Saturday	25/10/2008	1.00pm	<b>South West Mathew Ponsford 0419525258</b>
Fairhaven SLSC	Saturday	8/11/2008	1.00pm	
Anglesea SLSC	Sunday	26/10/2008	1.00pm	
Jan Juc SLSC	Saturday	8/11/2008	10.00am	
Torquay SLSC	Sunday	26/10/2008	9.00am*	
Bancoora SLSC	Saturday	25/10/2008	5.00pm	
Barwon Heads / 13th Beach SLSC	Saturday	25/10/2008	3.00pm	
Ocean Grove SLSC	Saturday	25/10/2008	12.00pm	
Point Lonsdale SLSC	Saturday	25/10/2008	9.00am	

Altona LSC	Sunday	19/10/2008	2.00pm	<b>North Central Will Boyd 0410509935</b>
Williamstown LSC	Sunday	19/10/2008	12.00pm	
Sandridge LSC	Sunday	19/10/2008	10.00am	
Port Melbourne SLSC	Saturday	18/10/2008	2.00pm	
South Melbourne LSC	Saturday	18/10/2008	12.00pm	
St Kilda SLSC	Saturday	18/10/2008	10.00am	
Brighton LSC	Sunday	12/10/2008	12.00pm	
Elwood LSC	Sunday	12/10/2008	2.00pm	
Hampton LSC	Saturday	11/10/2008	4.00pm	
Sandringham LSC	Sunday	12/10/2008	10.00am	
Half Moon Bay LSC	Saturday	11/10/2008	2.00pm	
Black Rock LSC	Saturday	11/10/2008	12.00pm	
Beaumaris LSC	Saturday	11/10/2008	10.00am	

Mentone LSC	Saturday	25/10/2008	9.00am	<b>Central Garry Paterson 0401149151</b>
Mordialloc LSC	Saturday	25/10/2008	11.00am	
Aspendale LSC	Saturday	25/10/2008	1.30pm	
Edithvale LSC	Saturday	25/10/2008	3.00pm	
Chelsea Longbeach SLSC	Sunday	26/10/2008	9.00am	
Bonbeach LSC	Sunday	26/10/2008	11.00am	
Carrum SLSC	Sunday	26/10/2008	1.30pm	
Seaford LSC	Sunday	26/10/2008	3.00pm	
Frankston LSC	Sunday	26/10/2008	11.00am	

Mornington LSC	Saturday	25/10/2008	9.00am	South Central Toby Dobell 0417114733
Mount Martha SLSC	Saturday	25/10/2008	11.30am	
Rosebud LSC	Saturday	25/10/2008	1.30pm	
Dromana Bay LSC	Saturday	25/10/2008	3.30pm	
Portsea SLSC	Sunday	26/10/2008	9.00am	
Sorrento SLSC	Sunday	26/10/2008	11.30am	
Gunnamatta SLSC	Sunday	26/10/2008	2.00pm	
Point Leo SLSC	Sunday	26/10/2008	4.00pm	

Woolamai Beach SLSC	Saturday	18/10/2008	9.00am	South East Scott Cameron 0418324266
Cape Paterson SLSC	Saturday	18/10/2008	11.30am	
Wonthaggi SLSC	Saturday	18/10/2008	2.00pm	
Inverloch SLSC	Sunday	19/10/2008	9.00am	
Venus Bay SLSC	Sunday	19/10/2008	11.30am	
Waratah Beach SLSC	Sunday	19/10/2008	2.30pm	

Woodside Beach SLSC		To be finalised 5th October at District Meeting		Far East Barry Smith 51432344(BH)
Seaspray SLSC				
Lakes Entrance SLSC				
Mallacoota SLSC				

\*Inspection time changed from distributed Circular at Lifesaving Operations Conference.