Circular 034:08:13

To: Gear Stewards
    Club Secretaries
    Club Captains
    Club Presidents
    District Officers
    Regional Officers
    State Officers

Cc: District Officers
    State Officers
    Regional Officers

From: Darren McLeod – Director, Lifesaving Services

Date: 21 August 2013

Subject: Gear Inspection Requirements 2013/14

Action: Note process and compliance with approved equipment

For additional details on this Circular please contact:
Regional Officer www.lifesavingvictoria.com.au/regionalofficers
Circulars are available at www.lifesavingvictoria.com.au/circulars

There are no changes to the process for gear inspections for the 2013/14 season. Clubs are responsible for completing their own initial gear inspection, using the information provided within this circular, and following this season’s gear inspection documentation.

A follow up Gear Audit will then be undertaken by the Gear Inspection team appointed by the Regional Officer.

Gear Inspection Process

Step One
Clubs MUST ensure that required equipment items** have been updated in SurfGuard (see table below).

Before updating SurfGuard, your club should complete a stock take of all gear and equipment. Items such as rescue tubes should be numbered with a thick black permanent marker.

Once logged onto SurfGuard go to the following tabs:
- Organisational Management
- Gear & Equipment
- Manage Gear & Equipment

Please ensure that fields in each gear item with a red star (*) 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 star (*) while in the gear item “new” or “edit” screen.

**Gear items required in 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

<table>
<thead>
<tr>
<th>Gear item</th>
<th>National Gear Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beach Vehicle (ATV)</td>
<td>Yes</td>
</tr>
<tr>
<td>Beach Vehicle (Mobile)</td>
<td>Yes</td>
</tr>
<tr>
<td>Defibrillator</td>
<td>Yes</td>
</tr>
<tr>
<td>IRB</td>
<td>Yes</td>
</tr>
<tr>
<td>IRB Motor</td>
<td>Yes</td>
</tr>
<tr>
<td>Manikin</td>
<td>Yes</td>
</tr>
<tr>
<td>Oxygen Resuscitator</td>
<td>Yes</td>
</tr>
<tr>
<td>Radio</td>
<td>Yes</td>
</tr>
<tr>
<td>Rescue Board/Boogie Board</td>
<td>Yes</td>
</tr>
<tr>
<td>Rescue Tube</td>
<td>Yes</td>
</tr>
<tr>
<td>RWC</td>
<td>Yes</td>
</tr>
<tr>
<td>Spinal Equipment</td>
<td>Yes</td>
</tr>
<tr>
<td>Suction Equipment (Manual)</td>
<td>Yes</td>
</tr>
<tr>
<td>Trailer</td>
<td>Yes</td>
</tr>
<tr>
<td>Shark/Major Hemorrhage Kit</td>
<td>Yes</td>
</tr>
<tr>
<td>First Aid Equipment</td>
<td>No</td>
</tr>
<tr>
<td>Patrol Equipment (Misc.)</td>
<td>No</td>
</tr>
<tr>
<td>Administration Equipment</td>
<td>No</td>
</tr>
<tr>
<td>Buildings and Structures</td>
<td>No</td>
</tr>
<tr>
<td>Club Equipment</td>
<td>No</td>
</tr>
<tr>
<td>Competition Equipment</td>
<td>No</td>
</tr>
<tr>
<td>Computer and Electrical</td>
<td>No</td>
</tr>
<tr>
<td>Patrol Uniforms</td>
<td>No</td>
</tr>
</tbody>
</table>

**LSV specific - available on LSV website**

**Step Two**

Once you have completed the mandatory fields for each of the above items you are ready to complete your initial gear inspection. You can either print individual sheets or print all sheets at once while in the Manage (or “View”) Gear and Equipment page. Remember not all forms are required.

**Step Three**

Complete the initial gear inspection using the pre filled inspection checklist form for each of the items required in Table 1 (above).


**Step Four**

Once the initial gear inspection is complete you should update your gear profile in SurfGuard and ensure any unserviceable equipment is repaired or removed.

**Step Five**

Clubs will be contacted by their Regional Officer to request their nominated contact for the Clubs Annual Gear Inspection and Audit and to notify them of the date of this audit. Please ensure that Steps One to Four are completed prior to the annual gear inspection date.

If you are having difficulties with the gear inspection or with the date, please contact your Regional Officer immediately for support and assistance.

On the day of the annual gear inspection and audit, clubs are asked to have the following ready:

- **Two copies of the pre filled Inspection checklists from SurfGuard**
- A **MINIMUM** of four capable and able club members on site to assist with the audit
- Kit items (e.g. first aid, airbag resuscitator) are spread out for inspection in an orderly manner
- Patrol tent, enclosures and patrol screens are available as per State requirements
- Rescue boards and tubes are laid out and not on racks
- Serial numbers and equipment are already listed in SurfGuard
Please note:
- Motors will have to be run and tested
- Soft-hull IRB’s to be inflated, with floorboards out
- Radios will have to be turned on and tested
- All ATVs, RWCs, beach signage and flags are to be presented and available as per State requirements
- Most items should be numbered – refer to state requirements
- The contents of kit items (e.g. first aid kits, shark bags) are state specific

Important Note
If a club has NOT undertaken their initial gear inspection and properly prepared prior to the audit, as defined in this circular and the gear inspection and audit report form, given the significant time and cost involved in a follow up audit, recovery of these costs can be required from the relevant club.

Latest approved Gear and Equipment refer to the SLSA Circular


Full list of approved Gear and Equipment


Regional Officers Contact Details
For a listing of Regional Officers and their contact details please visit www.lifesavingvictoria.com.au/regionalofficers

Bass Regional Officer          Rohan Phillips          phillips.rohan@yahoo.com.au      0457 668 698
Bellarine Regional Officer    Tony Hodder            hodder@wehi.edu.au              0419 546 347
Gippsland Regional Officer    Barrie Smith           barriesmith@netspace.net.au    03 5143 2344
Kingston Regional Officer     Kerry Bell              kerrybell01@bigpond.com        0430 383 268
Peninsula Regional Officer    Toby Dobell             tobyd1@ihug.com.au              0417 114 733
Port Phillip Regional Officer David Barnes            roportphillip@optusnet.com.au   0407 437 974
Surfcoast Regional Officer    Paul Lunny             paul_lunny54@hotmail.com       0401 711 790
Western Regional Officer      Rebel Noter             reb.shaz@bigpond.com           0410 010 886