



Life Saving Victoria Gear Inspection & Audit Guide 2019 / 2020

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Section One – Background:

- Background
- Roles and Responsibilities
- Gear Inspection Process
- Preparing for Gear Inspection and the Club's Audit
- Contact Information

Background

Life Saving Clubs are required to maintain lifesaving equipment for use in their patrolling and lifesaving activities. For the safety of members and public, it is essential that any equipment used in lifesaving is fit for purpose, operated correctly by qualified personnel and in good working order.

Each year all lifesaving equipment shall be audited prior to the commencement of the patrol season by nominated inspectors. This Audit will occur in accordance with the annual Gear Inspection and Audit Requirements. This process assists with ensuring that only approved equipment which is safe and in good working order is operated by LSV members.

It is the Life Saving Clubs responsibility to maintain their lifesaving equipment year-round and to remove non-compliant equipment from service as required. At minimum, all Clubs should undertake their own inspection and undergo an LSV audit prior to each patrol season commencing. Once the patrol season has commenced, any equipment which has not undergone an audit will not be able to be used. This includes equipment which may have passed gear inspection the season prior.

Roles and Responsibilities

Life Saving Club

- Maintain lifesaving equipment so it is operational and safe for use year round
- Undertake self-Inspections of club equipment
- Arrange maintenance or repair of club equipment as required
- Ensure LSV Gear and Equipment Management System (GEMS) is updated and holds accurate records
- Ensure equipment which is unsafe is clearly marked and isolated to prevent accidental use
- Be proactive in preparing for the Club's Annual Gear Inspection and arranging any further equipment re-inspections should they be required.

Lifesaving Operations Officer

- Contact Life Saving Clubs in relation to setting an agreed date and time to conduct their Gear and Equipment Audit.
- Conduct Club General Equipment Audits
- Liaise with Clubs regarding their progress leading up to their Gear Inspection Date, provide advice or support if required.

Power Craft Panel / Representatives

- Undertake Power Craft Equipment Audits
- Arrange appropriate re-inspection for power craft equipment should they be required

Gear Inspection & Audit Process

- Clubs ensure equipment is listed in the Gear and Equipment Management System (GEMS)
- Clubs conduct a self-Inspection of equipment and seek repair or maintenance as required
- In consultation with the Area Lifesaving Operations Officer, set a date and time for their General Equipment Audit. A date will also be set for the Power Craft Equipment Audit. Where possible, and where it is suitable for clubs, these will be held on the same day.
- After the Audits, rectify any issues identified and if required prepare for a re-inspection
- After the Gear Inspection Process, LSV will supply Clubs with a summary report confirming that they have met the minimum equipment requirements, or any items still outstanding.

Preparing for Gear Inspection and the Club's Audit

Before commencing their initial self-inspection, Clubs should ensure they are familiar with the relevant gear and equipment policies and information, below are links to the Gear & Equipment Policies:

[LSV Standard Operating Procedures:](#)

- SOP 7.1 Patrol / Operational Inspection Requirements
- SOP 7.2 Automatic External Defibrillators (AED)
- SOP 7.3 Oxygen Resuscitation Equipment
- SOP 7.4 First Aid Equipment Requirements
- SOP 7.5 Disposal of Lifesaving Equipment

[SLSA Members Area:](#) (to access, members must login) Within the Portal, SLSA Policies are located under Library → Equipment → SLSA

- SLSA Gear and Equipment Policy
- SLSA Gear and Equipment Branding Guidelines

To assist with the Gear Inspection process, there are several tools and procedures available to Life Saving Clubs. These are outlined through this Gear Inspection & Audit Guide.

Life Saving Clubs should refer to this document to ensure they are prepared for the Gear Inspection and Audit process for the coming season. It is the responsibility of the Club and respective office bearers to ensure that all equipment is in a safe and serviceable condition prior to the official audit.

State Contacts & Lifesaving Operations Officers

For questions in regard to policy, please contact the relevant state officer below. For questions regarding the Gear Inspection Process, setting your club's inspection date or other questions regarding your Clubs gear inspection, contact the Lifesaving Operations Officer for your Area.

Bass Area

Terry Aslanidis
0468 406 476

Terry.Aslanidis@lsv.com.au

Geelong Area

Nick Giblin
0426 215 511

nick.giblin@lsv.com.au

Kingston

Darren McLeod
0412 201 152

darren.mcleod@lsv.com.au

Peninsula Area

Cohen Doyle
0438 320 163

cohen.doyle@lsv.com.au

Surf Coast Area

Paul Lunny
0401 711 790

paul.lunny@lsv.com.au

Bayside Area

Alex Walton
023 276 602

Alexander.Walton@lsv.com.au

Gippsland Area

Barrie Smith
0400 970 644

barrie.smith@lsv.com.au

Otway Area

Jenna-Rose Sheehan
0430 050 362

jennarose.sheehan@lsv.com.au

Port Phillip Area

James Quine
0400 611 512

james.quine@lsv.com.au

Western Area

Christopher Sharam
0437 163 256

christopher.sharam@lsv.com.au

State Gear & Equipment Officer

Hamish McKendrick

Email: Hamish.McKendrick@lsv.com.au

State Power Craft Officer

Gordon Porter

Email: gordon.porter@lsv.com.au

Section Two – Inspections & Audits

- Preparing for your Clubs Equipment Audits
- Club Inspections
- State Gear and Equipment Audit
- Power Craft Audit
- Follow up Audits / Re-inspections

Preparing for your Clubs Equipment Audits



Club Inspection

Conduct initial review of equipment:

Your Life Saving Club should conduct a review of its current equipment and its condition. This is to be completed by using the GEMS Club Inspection form. Once logged in all the equipment associated with the club will be listed.

GEMS Home Equipment Reports

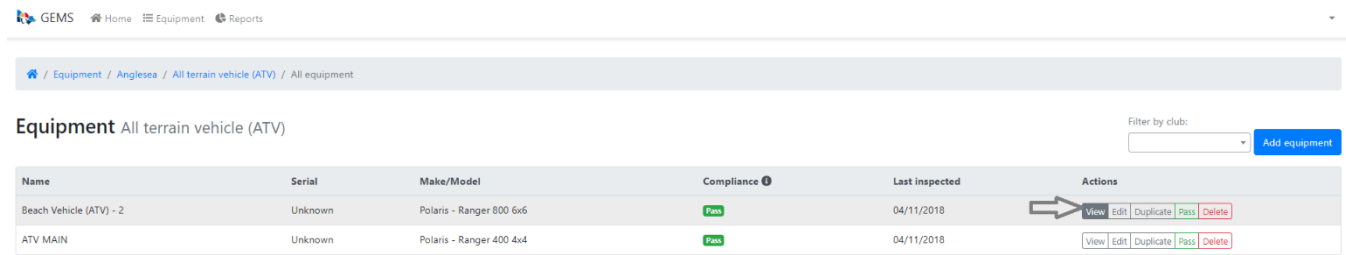
Home / Equipment / Anglesea / All types

Equipment LSV

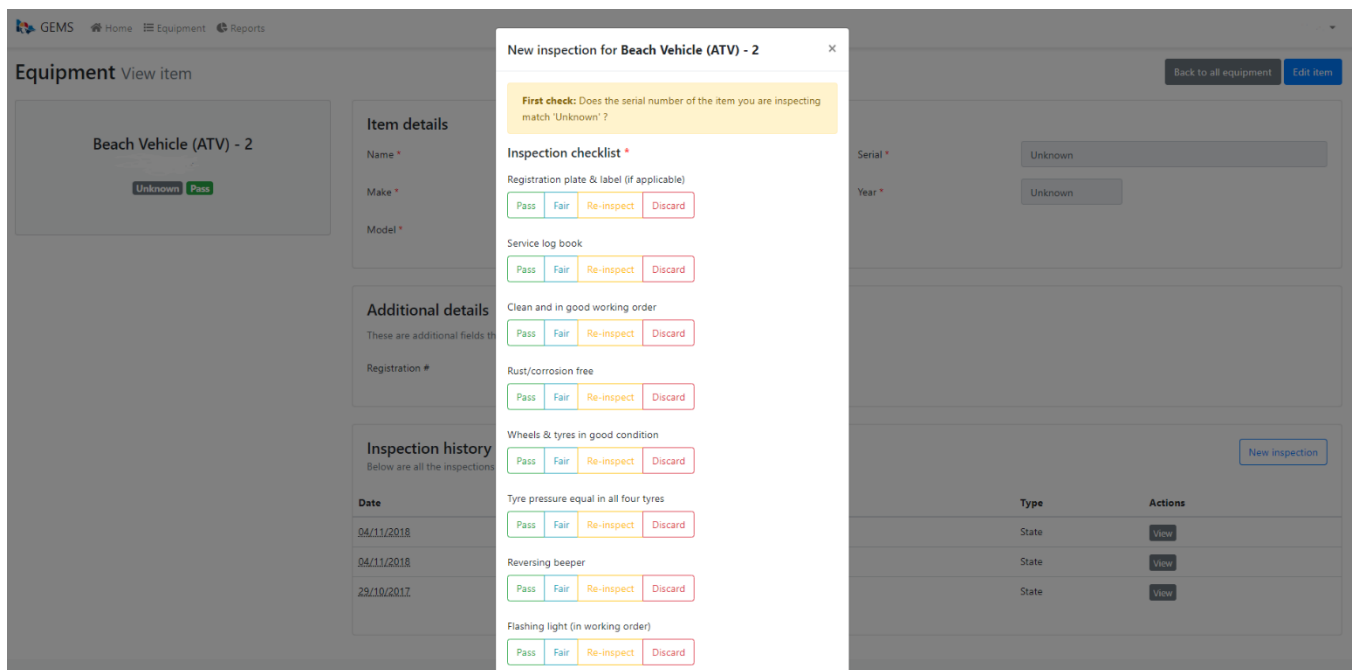
Filter by club: Anglesea Add equipment

All terrain vehicle (ATV) 2	>
Defibrillator 11	>
Emergency Position Indicating Radio Beacon (EPIRB) 6	>
First Aid (Kit) 6	>
First Aid (Room) 1	>
Fuel Cell 10	>
Inflatable Rescue Boat (IRB) 12	>
IRB Ancillary Equipment 1	>
IRB Motor 10	>
Lifejacket 43	>
Major Haemorrhage Kit (Shark bag) 1	>
Manikin 30	>
Medication Box 0	>
Medication Safe 0	>

Click on the relevant item and select view:



Select 'New Inspection' to begin your inspection for that item including:



- Checking quantities against existing records
- Equipment condition i.e. if equipment is operational or requires maintenance
- Arrange servicing for equipment which needs to be serviced
- Update records in GEMS to accurately show what equipment you own.

It's recommended that suitably qualified members assist with reviewing each type of equipment for example the Club Power Craft Officer or an IRB Driver will be able to assist with reviewing the condition of IRB equipment, similarly for vehicles or oxygen equipment.

State Gear and Equipment Audits

The Lifesaving Operations Officer (LOO) for your area will contact the Club to arrange a suitable date and time to conduct the Audit. Where possible, scheduling the General Inspection and Power Craft Inspection on the same date is preferred so clubs can have all their equipment audited on the same day.

Preparing for your General Equipment Audit

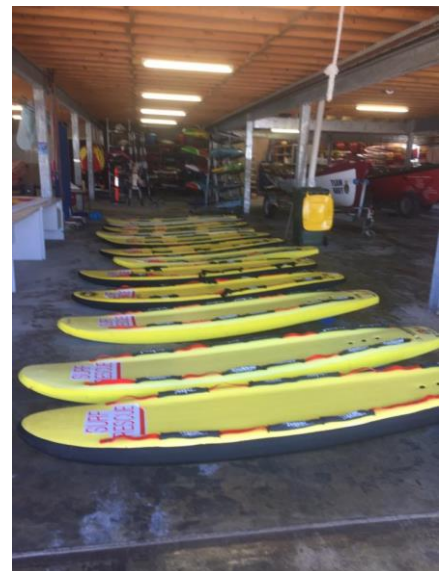
- Confirm date with the area LOO
- Ensure all equipment has been 'club inspected' and updated in GEMS
- Ensure any equipment repairs or maintenance have been completed and equipment is present and available at the Club
- Arranging at least four (4) suitably qualified members to assist the Auditor on the Inspection date.

Important: A minimum of four (4) people are required for lifting purposes and to assist the auditor throughout the inspection process. Clubs who have not arranged members to assist will not have their audit completed and will need to arrange for a re-scheduled Audit to occur. In this instance, Clubs may be invoiced for costs incurred to re-schedule the Audit.

Presentation of Equipment

- First aid kits & Oxygen Resuscitator units should be opened and spread out for inspection
- Rescue Boards, Rescue Tubes and patrol equipment should be laid out and not in racks or storage compartments
- Radios should be charged, turned on and tested
- Equipment should be numbered in consecutive order so individual pieces of equipment are easily identifiable.

Please see some examples below.





Power Craft Audit

A representative from the State Power Craft Panel will conduct your Clubs Power Craft Inspection.

The Power Craft Audit consists of any Power Craft your club might have including Inflatable Rescue Boats and Rescue Water Craft. Ancillary equipment and Personal Protective Equipment for using this equipment is also audited by the Power Craft Panel i.e. helmets and lifejackets

Preparing for your Power Craft Audit

- Ensure all Lifejackets and helmets are labelled, numbered and entered into GEMS
- Arranging at least four (4) suitably qualified members to assist the Auditor on the Inspection Date.
- Ensure any repairs or servicing has been completed before the Audit date.

On the Day of your Audit

- Equipment should be numbered in consecutive order so individual pieces of equipment are easily identifiable.
- Ensure all equipment including lifejackets and helmets are laid out and ready to be Inspected.
- IRB motors should be present and ready to run and tested in a test tank
- Soft Hull IRB's are to be inflated with **floor boards out**
- Motors must be numbered and clearly identifiable
- All four motor seals are to be intact and secure
 - Engine Block
 - Intake Manifold
 - Crank Case
 - Cylinder Head

Reinspection

At the time of your Audits, the Auditor will advise the Club of any equipment which will require a reinspection and what needs to occur before it can be reinspected.

Any equipment inspected by the Power Craft Panel which requires re-inspecting will need to be re-inspected by a member of the Power Craft Panel unless another process is arranged on a case by case basis.

General equipment which requires re-inspecting will be re-inspected by the Lifesaving Operations Officer or their delegate.

It is the Life Saving Club's responsibility to service or repair any equipment which has not passed its initial inspection and proactively contact the relevant contact to arrange it to be inspected again.

Equipment Condition

Condition	Description
Pass	Gear/Equipment is serviceable, meets all requirements and is in good condition
Fair	Gear/Equipment is serviceable, meets all requirements and is looking old and tired
Re-Inspect	Gear/Equipment is not serviceable due to not meeting 1 or more criteria and can be repaired.
Discard	Gear/Equipment is not serviceable and beyond repair. This should be discarded appropriately and not be used within the Life Saving Club.

Labels and Stickers:

Pass Sticker

Lifesaving Victoria will no longer issue "Pass" Stickers for equipment. Instead only the unserviceable stickers will be used as required.

Unserviceable Equipment Sticker



The sticker is pink with a black border. At the top, there is a red oval with the word "DANGER" in white. Below this, the text "UNSERVICEABLE EQUIPMENT - MUST NOT BE USED" is written in bold black letters. Underneath, there are four lines for information: "CLUB:" followed by a blank line, "DATE:" followed by a blank line, "EQUIPMENT DESCRIPTION:" followed by a blank line, and "FAULT:" followed by a blank line. At the bottom left, there is a line for "AUDITORS NAME". At the bottom right, there is the Life Saving Victoria logo, which consists of a stylized lifebuoy and the text "Life Saving Victoria". At the very bottom, in small black letters, it says "THIS UNSERVICEABLE STICKER MAY ONLY BE REMOVED ON AUTHORIZATION OF AUDITOR NAMED ABOVE".

An unserviceable sticker will be applied when a piece of equipment is un-safe for use or has not passed its Inspection. Where possible, equipment with these stickers applied should be isolated from other equipment to prevent accidental use. After an unserviceable sticker has been applied, it cannot be removed until the person who applied it has authorised its removal.

Section Three – Resources & Tools

- LSV Gear & Equipment Management System

Gear & Equipment Management System (GEMS)

Life Saving Victoria and its Clubs & Services use LSV's Gear and Equipment Management System (GEMS) to manage their lifesaving equipment information. This system allows clubs to view, add and edit their lifesaving equipment and track their gear inspection progress. Importantly, this system allows the database to interact real time with other LSV IT Systems.

The system was developed to further assist clubs with their administrative requirements – making it easier for clubs to keep their equipment records accurate and maintain operational equipment.

Life Saving Club, Club Captain's and Presidents have been provided access to this system and can pass on login information to other authorised club officers.

GEMS User Instructions

WebURL: <https://gems.lsv.com.au/>

Please find linked instructions on the LSV website, and also linked below.

- [GEMS – Add, Viewing and Editing Equipment](#)
- [GEMS – Inspecting Equipment](#)

Frequently Asked Questions (FAQ):

What are our Club login details? Club Captains and Club Presidents have been provided access to this system and can pass on login information to other authorised club officers. Clubs who need another copy of their login information can have an authorised officer email lifesavingoperations@lsv.com.au

Do we still use Surf Guard? The LSV System has replaced the need for Clubs to maintain their equipment information in Surf Guard, instead Clubs will need to manage their equipment in this new system going forward. The Surf Guard database remains available for Clubs, so should they choose, can use both systems concurrently. All other functions of Surf Guard remain the same, including capturing membership and patrol log information.

Where can I get support on accessing the system? Clubs can contact Lifesaving Operations at lifesavingoperations@lsv.com.au or 03 9676 6930 for support or questions regarding the system.

Section Four – Inspection & Audit Criteria

Lifesaving Equipment has been broken into the following sections, in each section you will find the inspection criteria for each equipment category and some suggestions on servicing and maintaining your Club's equipment leading up to its equipment Audits.

- Minimum Patrol Requirements
- Patrol Equipment
- First Aid Equipment
- Rescue Equipment
- Power Craft
- Personal Protective Equipment
- Vehicles & Trailers

Minimum Patrol Requirements:

In order to meet Affiliation Criteria, Life Saving Clubs must have a minimum set of equipment which has passed a state Audit.

Club's must meet the following minimum requirements in order to pass gear inspection each year. Passing gear inspection is one (1) part of the criteria Clubs must complete to receive the Club Administration Grant.

Equipment which meets the minimum requirements means that all the specific inspection criteria for that category of equipment has been met and an Auditor 'Passing' that piece of equipment and relevant section.

Inspection Criteria	Minimum Requirement
IRB Requirements	1x IRB
IRB Motor Requirements	2x Motors
IRB Ancillary Equipment Requirements	1x set of Ancillary Equipment
Rescue Board Requirements	2x Boards
Rescue Tube Requirements	2x Tubes
Manikin Requirements	1x Manikin
Defibrillator Requirements	1x Defibrillator
Oxygen Resuscitator Requirements	1x Oxygen Resuscitator
Suction Equipment	1x Suction Equipment
Spinal Equipment Requirements	1x Spinal Board & Straps
First Aid Room Requirements	1x First Aid Room
First aid Kit Requirements	1x First Aid Kit
General Patrol Equipment Requirements	Patrol Equipment Met
Radio Requirements	1x Base and 2 Hand held Radios
Lifejackets	12x Lifejackets in varying sizes
Safety Helmets	3x Safety Helmets in varying sizes

While your Life Saving Club may have passed the minimum requirements, it may own equipment over and above the minimum requirements. This equipment should still be prepared for the Audit and inspected, as any equipment which hasn't undergone an inspection cannot be used in Lifesaving.

Patrol Equipment:

- **Patrol Equipment (including)**
 - **Signage**
 - **Flags**
 - **Fins**
 - **Bum Bags and Fins**
 - **Logs**
 - **SOP's and Policies**
 - **Accessories i.e. Binoculars**
 - **Patrol Shelter**

- **Radios**

Patrol Equipment

Servicing Requirement:

- Nil

Recommended Preparation Steps:

- Check signs are free from rust or extensive corrosion
- Replace weathered or ripped flags
- Replace batteries in Loud Hailer and Test
- Order new First Aid, Incident, IRB and Patrol Logs if required
- Clean Patrol Tent / Marquee, remove sand from joints and lubricate where required
- Check contents of Bum Bags, check expiry date of supplies and clean
- Check SOP folder contains latest copy of LSV Standard Operating Procedures

Inspection / Audit criteria:

Inspection Item	Qty.
Warning Swimming Not Advised Sign <i>*Consideration should be given to the number of access points to the main swim area</i>	1 (Minimum)
Caution Keep Clear Rescue Craft Access Area. <i>*Two are required to designate a set Training Area</i>	2 (minimum)
Surf Board riders directional Signs + Flags (Port Phillip Bay, Wonthaggi, Mildura and Port Campbell exempt) <i>*As per National Aquatic Signage Manual for Beach Signage.</i>	1 set
Signage Board to inform public of warning, safety, tide and patrol information <i>*As per National Aquatic Signage Manual</i>	1
Patrol Area Flags, with suitable stands to elevate to approx. 3.6m	2
Patrol Feathers	2
Signal Flags	2
Swim Fins (pairs)	2 pair
Sun Block Cream SPF 30 (or greater) <i>*500ml for patrol members with an expiry date of not less than 2 months.</i>	1
Loud Hailer/PA System (tested)	1
Binoculars	1
Evacuation Flag	1
Evacuation Alarm (tested)	1
Patrol Log (Books)	1
Incident Report Log (Book)	1
SOP / Policy Manual <i>*Latest SOP's and Policy Manual as listed on the LSV Website</i>	1
Patrol Shelter/Tent <i>*Adequate shade for size of patrols</i>	1
Communicable Disease Kit (Bum Bag): 1 Resuscitation Pocket Mask with one way valve, 3 pair Surgical gloves, 1 Triangular bandage, 1 Whistle and a waterproof bag holding 1 Notebook & 1 pen/pencil	4 (Minimum)

Radios

Servicing Requirement:

- There is no mandatory servicing requirement, Clubs can arrange maintenance or repair by contacting the State Communication officer

Recommended Preparation Steps:

- Check radios are charged and operational
- Radios are clean and free of sand and dust
- Ensure there is a waterproof radio bag and harness available for each portable radio

Inspection / Audit criteria:

Inspection Criteria
Channels Labelled (where applicable)
No Sand/Corrosion
Aerial
Battery Condition
Carry Case / Harness (where applicable)
Waterproof Pouch (where applicable)
Radio Works
Radio Numbered

First Aid Equipment:

- First Aid Room Requirements
- First Aid Kit
- Spinal Equipment
- Oxygen Resuscitator
- Defibrillator
- Suction Equipment
- Shark Bag / Major Haemorrhage Kit

First Aid Room

Servicing Requirement:

- Nil

Recommended Preparation Steps:

- Check quantities of first aid supplies their expiry dates

Inspection / Audit criteria:

Inspection Item	Qty.
Notice Board Showing Resuscitation Flowchart Poster with current CPR rates	1
Examination Couch/Bed	1
Pillows Plastic Cover & Pillow Case	2
Blankets – Clean (cotton or woollen)	2
Stool or Chair	1
Sink with Hot & Cold Water	1
Hand Cleaner/Hand Wash Solution	1
Paper Towels & Dispenser	1
Contaminated Waste Disposal Bin and 5 bin liners	1
General Waste Bin and 5 bin liners	1
Sharps Disposal Unit	1
Ice packs in freezer or Instant Icepacks	4
Storage Cabinet	
Triangular Bandage Min 90cm	4
Crepe Bandage 10cm x 1.5m	3
Crepe Bandage 7.5cm x 1.5m	3
High Compression Bandage	1
Steri Strips or Cicagraph	2 packets
7.5cm x 7.5cm sterile gauze pads (3 Pkt)	4
Non Adherent dressing 10cmx10cm (Melolin)	5
Combine dressing (Surgipad) 9cmx20cm OR 10 x 20cm	2
Combine dressing (Surgipad) 20cmx20cm	2
Band Aids	100
Tape (transpore) 2.5cm	2
Saline Ampoules 30ml (eye/wound irrigation)300ml Total	10
Surgical shears	1
Ventolin puffer and spacer	1
Shock Blanket/Space Blanket	1
Vomit Bags	4
Disposable Gloves Small medium Large	10 pair of each size
Safety goggles and non-permeable apron for first aid work	1
Drinking Cups (Vessel) (disposable)	10
First Aid log (club to choose best location to store)	1
SLS Incident log (club to choose best location to store)	1
Pocket Mask with oxygen inlet	1
Pencil / Pen	1

First Aid Kit

Servicing Requirement:

- Clubs should check first aid kits are functional and if required get any parts repaired or replaced i.e. broken zips or Velcro

Recommended Preparation Steps:

- Cross-check contents against minimum required quantities
- Check expiry dates of contents and replace where required
- Check items are sealed and ready for use.

Inspection / Audit criteria:

Inspection Item	Qty.
Pocket Mask with oxygen inlet	1
Triangular Bandage minimum 90cm	4
Crepe Bandages 10cm x 1.5 m	2
Crepe Bandages 7.5cm X 1.5 m	2
High Compression Bandages	1
Steri Strips or Cicagraph	2 Packets
Sterile Gauze Pads 7.5cm x 7.5cm 3 piece	4
Non-Adherent Sterile Dressing 10cm x 10cm (Melolin)	5
Combine dressing 9x20cm or 10x20cm	2
Band-Aids	20
2.5cm tape (Transpore)	2
Saline Ampoules 30ml (eye/wound irrigation)(150ml total)	5
Surgical Shears	1
Gloves Disposable in self-sealing Bag	5 Pairs
Instant cold packs	1
Blanket Emergency Shock (space blanket)	1
Biohazard Waste Snap Lock Bags	5
Vomit Bags	2
Notepad, pencil/pen First Aid Sheet	1 set
Protective goggles	1
Sharps Disposal Unit	1

Spinal Equipment

Inspection Criteria
Spinal board
Spinal straps
Spinal Board is numbered

Oxygen Resuscitator

Servicing Requirement:

- Oxygen regulators are required to be serviced on an annual basis at minimum and as required throughout the season. Auditors will look for servicing tag's / labels to confirm regulators have been serviced by an authorised service supplier.

Recommended Preparation Steps:

- Cross-check contents against minimum required quantities
- Check expiry dates of contents and replace where required
- Check items are sealed and ready for use.

Inspection / Audit criteria:

Inspection Criteria
Unit Numbered
Ventilation Bag
Reservoir Bag
Reservoir Valve
Intake Valve
Extension Tube (optional)
Patient Valve
Resuscitation Tubing
Therapy Tubing
Resuscitation Mask Adult
Resuscitation Mask Child
Therapy Mask Adult
Therapy Mask Child
OP Airways x 2 (adult male and female)
Key Wheel - Attached
Yoke Plug - Attached (Stainless steel Oxy Viva units only)
Sealing Washer
Spare Washer (1 - Stored in a container)
Surgical Gloves (minimum 3 pairs)
Notepad, Pen/Pencil
Chalk/Marker (to write date on cylinder)
No Sand in Unit
No Corrosion in Unit
No Corrosion on Screws/Nuts
Spare Oxygen Cylinder (1)

Defibrillator

Servicing Requirement:

- Service as per manufacturers specifications
- Replace battery as required, taking note of battery expiry date

Recommended Preparation Steps:

- Check expiry dates of battery and defibrillator pads

Inspection / Audit criteria:

Inspection Criteria
Buttons Labelled
No Sand/Corrosion
Pads (in date and sealed)
Battery Condition
Carry Case
Spare Pads
Medical Shears
Resus Mask
Audio Volume OK
Non-alcohol gauze wipes
Gloves
Disposable Towels (optional)
Spare Battery (optional)
Training defibrillator (and protective case) clearly labelled: "TRAINING USE ONLY"

Shark Bag / Major Haemorrhage Kit

Inspection Criteria	Qty.
Clean Towels	2
Combine Trauma Pads 20 x 20cm	2
Pair of Universal Shears	1
Sterile Lint Pads (large)	2
Crepe Bandages 15cm	2
Tourniquet	1
Gloves Sizes S, M, L	2 of each size

Suction Equipment

Servicing Requirement:

- Nil

Recommended Preparation Steps:

- Check all required parts are present and are kept clean

Inspection / Audit criteria:

Inspection Criteria
Vacuum handle/pump
Disposable suction catheters (small and large)
Disposable collection jar/canister
Clean and free of sand

Manikin

Inspection Criteria
Chest Cover/Spare Mask
Carry Case (optional)
Cleaning Solution (as per SLSA requirements)
Spare Airway Bags
Tested and Working
Manikin Numbered

Rescue Equipment:

- Rescue Tube
- Rescue Board

Rescue Tube

Servicing Requirement:

- Nil

Recommended Preparation Steps:

- Remove any knots from tube rope
- Check for fraying and repair where appropriate
- Check clip snaps closed

Inspection / Audit criteria:

Inspection Criteria
Tube Condition
Line not Knotted/Frayed
Clip
D Attachment
O Rings
Shoulder Strap
Splices
Tube Numbered

Rescue Board

Servicing Requirement:

- Nil. However, some damage or issues may require repair by a specialist.

Recommended Preparation Steps:

- Check surfaces for chips, holes and dents
- Check straps, grip and handles
- Marked / labelled correctly

Inspection / Audit criteria:

Inspection Criteria
Outer Surface (free of dings, jagged edges, holes etc.)
Straps or Ropes
Fin
Markings Top
Markings Bottom
Board Numbered
Knee pads (hard rescue boards)

Power Craft:

- Inflatable Rescue Boat (IRB)
- Inflatable Rescue Boat – Motor
- IRB Fuel Cell
- Inflatable Rescue Boat – Ancillary Equipment
- Rescue Water Craft (RWC)
- RWC Sled
- Rigid Inflatable Boat (RIB)
- Rigid Inflatable Boat Motor

IRB – Inflatable Rescue Boat

Servicing Requirement:

- Nil

Recommended Preparation Steps:

- Inflate IRB's and check for any leaks
- Where any leaks require repair, check for excess sand or salt in valves
- If new hyperon patches are required, these should be completed by suitably trained personnel

Inspection / Audit criteria:

Inspection Criteria
IRB Code of Conduct (on Notice Board)
Floorboard Out (Class 1 & Class 3)
Buoyancy Tube Wear to Underside
Buoyancy Tube Wear at Floorboard Junction
Reflective Tape
Spray Dodger
Bow Rope + Handles
Bow Rope D Fitting
Buoyancy Tube Ropes & Eyelets
Re-right Handles Rope + Pouch. (Length 1400mm - does not foul prop)
Carry Handles
Driver's Boarding Handle
Crewperson's Boarding Handle
Fuel Line Loops
Inflation Valves
Transom Plate Wear
Transom Lip (5mm Square)
Motor Safety Cable (1/boat)
Eye Bolts
Bungs (Class 2 IRB)
Knife & Sheath (square tip for use as a screwdriver)
Paddles: Stowage, Condition + Correct Size (1 set/boat)
15m Tow Rope: Stowage straps and fasteners, Splice, Clip + Float (each end)
Approved Rescue Tube: Stowage Straps and Fastening Points
Whistle
Fuel Cell (no leaks, no sharps)
Floorboards (not worn, no holes/sharps)
Floorboard hinge condition (Class 1 and Class 3 IRBs)
Fuel Cell's Fixings
Foot Straps (1x driver, 1x crew)

IRB Motor

Servicing Requirement:

- While not mandatory, it is recommended to get an authorised service centre to service each IRB motor prior to the season commencing.

Recommended Preparation Steps:

- Test run engines before your Club's Audit to ensure they are running correctly

Inspection / Audit criteria:

Inspection Criteria
No obvious motor modifications
4 motor seals are intact
Restrictor device in place (Inspect through airbox)
Rust/Corrosion Free
Tilt-Lock Removed or Disabled
Mechanism to prevent motor from starting in gear removed (not required for ETEC models)
Condition of hoses and wiring
No Loose or Missing Bolts
Fuel Filter Clean
Choke/Primer Functions
Smooth/Full Throttle Action (in gear engine not running)
Motor Cover and Clip
Propeller Blades (4 blade only)
Propeller Guard (is securely fitted)
Clamp (Spinner) Threads and Handles
Approved Surf Kit
Tilt Bracket and Fixings
Swivel Brackets and Fixings
Starter Cord and Recoil
Motor runs and Idles
Gear Shift (F, R, N)
Gear Lever
Stop Button/s
No Major Defects
Motor Numbered

IRB Fuel Cell

Inspection Criteria
Clean
No Leaks
Fuel line in good condition
Connections in good condition

IRB Ancillary Equipment

Servicing Requirement:

- Nil

Recommended Preparation Steps:

- Ensure your club has the minimum quantities of the required spare parts

Inspection / Audit criteria:

Inspection Item	Requirements
Inflation pump and hose (working)	Suitable for IRB type(s)
Spare propeller nuts or Spare split pins	2 per motor type
1 Propeller spanner	1 per type of motor
Spare tilt pin	1 per type of motor
1 pair multi grips	
1 flat & 1 Philips screw driver	
Spark plug spanner	1 per type of motor
Spare spark plugs	2 per type of motor
Puncture repair kit (patches, glue & abrasive agent)	
Fuel siphon hose or funnel	
Test tank or bag	
De-watering agent	
Relevant operating hull pressure gauge	As per manufacturer specifications
Motor trolley or stand	
Serviced Fire extinguisher	(dry chem. CO2) with signage
Lifejackets	Minimum of 12 numbered lifejackets that meet [AS:4758 or ISO:12402 - Level 50 standard
Approved Flammable Liquids Storage Cabinet	As per AS1940:2004 where 40 litres or more of fuel is stored

RWC – Rescue Water Craft

Servicing Requirement:

- Rescue Water Craft must be serviced in line with Manufacturer specifications

Recommended Preparation Steps:

- Check all required parts are present and are functioning correctly

Inspection / Audit criteria:

Inspection Criteria
Hull Condition
Steering (Handlebar)
Front Compartment
Engine Compartment
Bungs
Mass Rescue Straps (where fitted)
Intake Grate
Seat
Non-Slip Grip
Jet Outlet
Start & Kill Switches
Rescue Sled Connections / Anchor Points
Registration Numbers
Sparkplugs & Leads
Battery and connections
Rescue Sled & Handles (complete relevant checklist)
Rescue Tube (complete relevant checklist)
Lifejacket(s)
Helmet(s)
Knife
Trailer (complete relevant checklist)

RWC Sled

Inspection Criteria
Anchor Points
Sled connections
Sled bungee cord
Sled Handles
Sled top side Surface
Sled underside surface
No leaks (where inflatable sled used)

RIB – Rigid Inflatable Boat

Servicing Requirement:

- There is no mandatory servicing requirement

Recommended Preparation Steps:

- Follow maintenance procedures specific to the vessel your service owns

Inspection Criteria
Handles
Inflation Valves
Correct Signage
Pontoon starboard and port sides (wear / damage)
Transom wear
Rope
Accessories (in place and condition)
Pressure Gauge
Bow
Floor of hull (wear / damage)

RIB Motor

Servicing Requirement:

- There is no mandatory servicing requirement, scheduled servicing is recommended

Recommended Preparation Steps:

- Follow maintenance procedures specific to the engines your vessel has fitted

Inspection Criteria
Condition of hoses and wiring
smooth/full throttle action
Propeller Guard (if applicable)
Loose or missing bolts
Motor Cover and Clip
Tilt Bracket and Fixings
Motor runs and idles
Gear Lever
No major defects
No obvious motor modifications
chock / primer functions
Proper blades
Clamp threads and handles
Swivel Brackets and Fixings
Gear Shift (F, N, R)

Personal Protective Equipment:

- Lifejacket
- Safety Helmet

Lifejacket

Servicing Requirement:

- Lifejackets which are inherently buoyant are not required to be serviced.

Recommended Preparation Steps:

- Clean lifejackets and clear zips from salt and sand where required

Inspection / Audit criteria:

Inspection Criteria
Lifejacket is certified to the L50 ISO or Australian Standard <i>4578 Personal Flotation Devices</i>
Lifejacket has appropriate branding
Lifejacket does not have any rips/tears/exposed foam
Lifejacket is a conspicuous colour and not faded
Zip is not corroded or stuck allowing user to fit lifejacket correctly (if applicable)
Buckles or clips are not damaged and functional allowing user to fit lifejacket correctly
Any webbing or belts are not damaged and allow user to fit lifejacket correctly
Inflatable Lifejacket is of the manual activation type
Inflatable lifejacket has been maintained & serviced to manufacturers requirements
Numbered

Safety Helmet

Servicing Requirement:

- Nil

Recommended Preparation Steps:

- Check helmets for damage
- Clean salt and sand from clips and inner linings

Inspection / Audit criteria:

Inspection Criteria
Meets EN1385 Standard and approved for use in Lifesaving
Straps
No cracking
Damage
Foam Lining
Adjustability (if applicable)

Vehicles and Trailers:

- All-Terrain Vehicles (ATV)
- Vehicles
- Trailers

ATV – All Terrain Vehicle

Servicing Requirement:

- It is recommended that your ATV is serviced on an annual basis depending on usage and condition.

Recommended Preparation Steps:

- Check ATV for damage or excessive rust or corrosion
- Ensure ATV has side doors fitted
- Additional accessories are of an approved type and are working

Inspection / Audit criteria:

Inspection Criteria
Registration plate affixed front and rear and visible from 20m behind/infront of vehicle)
Boat trailer exemption document present
ATV in clean and in good working order
No major rust/corrosion
Wheels & tyres in good condition
Tyre pressure equal in all four tyres
Reversing beeper affixed and working
Flashing light affixed and working visible 360 degrees around vehicle
Accessories to secure additional equipment safely
Board racks/carry racks, fitted correctly and in good working order (if fitted)
Tow Bar fitted securely
Headlights, horn and indicators in good working order
Sign writing (surf rescue/Lifeguard branding)
Side doors/netting - attached and in good working order
Mirror- Fitted and not damaged
Roll bars/cage - Fitted and structural integrity not compromised
Seat belts and hand grips - Fitted, and in good working condition

Vehicle

Servicing Requirement:

- Vehicles should undergo their scheduled servicing and maintained in a road worthy condition.

Recommended Preparation Steps:

- Ensure vehicles have been serviced in line with their servicing schedule
- Check any accessories fitted for use in lifesaving are working and are of an approved type

Inspection / Audit criteria:

Inspection Criteria
Vehicle is Registered
Registration plate (attached)
Service log book
Clean and in good working order
No major rust/corrosion
Reversing beeper
Flashing light visible 360 degrees around vehicle
Radio communications mobile unit (where fitted)
Accessories to secure additional equipment (if applicable)
Board racks/carry racks and tow bar in good working order
Lights, horn and indicators in good working order
Sign writing (surf rescue/Lifeguard branding)
Four wheel Drive (4WD)

Trailer

Servicing Requirement:

- No mandatory servicing requirement

Recommended Preparation Steps:

- Check trailer lights work where fitted
- Check over trailer to identify any damage or issues
- Replace and/or grease bearings

Inspection / Audit criteria:

Inspection Criteria
No obvious defects (no protruding jagged edges etc.)
Winch & strap in working order & ratchet lock working (if applicable)
Rust/Corrosion Free
Joins clean/rust/corrosion free
Tyres in good condition
Registered (if road going)
Trailer lights working



200 The Boulevard
Port Melbourne VIC 3207
PO Box 353
South Melbourne DC VIC 3205

Tel (03) 9676 6900
Fax (03) 9681 8211

mail@lifesavingvictoria.com.au
www.lifesavingvictoria.com.au

ABN 21 102 927 364