

SOP 7.01 – Gear Inspection & Audit Requirements

Section 7 – Gear and Equipment Requirements

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Effective Date – 1 September 2018

Review Date – 1 September 2020

Electronically Controlled Document

Purpose

To review and inspect the lifesaving equipment on the club premises that could be used on patrol and determine if they are in a condition to meet the minimum patrol equipment requirement.

Scope

All members of Life Saving Victoria.

Procedures

Each year all volunteer lifesaving equipment shall be inspected prior to the commencement of the patrol season by nominated inspectors, in accordance with the annual Gear Inspection and Audit Requirements.

All equipment shall be recorded by the 'inspector' and labelled with the LSV Gear Inspection Sticker with the annual 'year' date on it (as practical, noting that some items of equipment cannot 'hold' a sticker).

Clubs/services shall ensure gear and equipment information is regularly checked throughout the season and guarantee that the equipment is serviceable before it is used for any reason.

Introduction

To provide a safe operating environment for lifesaving members, all patrol gear and must be inspected at least once a season by suitably qualified personnel.

Clubs not meeting the requirements during their first inspection may be liable for the costs to hold a re-inspection. The Lifesaving Operations Executive will consult with the Club and Lifesaving Operations Officer before any reinspection occurs.

Lifesaving Operations Officers are tasked with coordinating the Gear Inspection process for clubs within their area.

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Lifesaving Operations Officers

- Organise a date for the inspection with each club, preferably at least 4 weeks prior to the season commencement.
- Organise for appropriate & knowledgeable personnel to attend the inspection
- Ensure Gear Inspection and Audit Information and required tools are available at inspections to record/conduct inspection.
- Ensure that all inspection checklists are completed as required. This would include checking serial numbers of equipment, giving approved equipment an approval sticker, and giving rejected equipment an “Unserviceable” tag.
- Provide feedback to the club and Life Saving Victoria as to the result of the inspection and confirm the club does or does not meet the minimum equipment requirements as defined in the Gear Inspection and Audit Guide.

Life Saving Club

- Enter all patrol & lifesaving equipment into LSV Gear and Equipment Database via Club web login.
- Ensure that patrol equipment is checked and repaired where required prior to the inspection, as the inspection is simply a confirmation that equipment is at expected standards.
- Clubs that do not meet the minimum requirements and require follow-up inspections may be charged for the follow-up inspections.
- Before the date of inspection, the club should have completed checklists for each piece of equipment.
- Clubs must ensure that adequate club personnel, being a minimum of 4 able members are present to support the inspection while the inspection process takes place.
- Equipment must be laid out and ready for inspection at the appropriate time as requested in the Gear Inspection & Audit Guide and relevant circulars which are published from time to time.
- Once the gear inspection is complete the clubs should ensure their gear profile in the LSV Gear and Equipment Database is updated with any gear items that were not previously recorded and the results from their annual gear inspection.

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