

SOP 7.01 – Gear Inspection & Audit Requirements

Section 7 – Gear and Equipment Requirements

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Effective Date – 10 December 2020

Review Date – 10 December 2022

Electronically Controlled Document

Purpose

To describe the procedure to be followed by applicable agency personnel involved in gear and equipment inspections.

Scope

This standard operating procedure (SOP) applies to all Life Saving Victoria (LSV) personnel (i.e., paid staff, officers and volunteer members) where engaged in gear inspections.

Policy Statement

LSV requires all members to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating to gear and equipment inspections.

Definitions

Name	Definition
LSV	Life Saving Victoria

Procedure

Each year all volunteer lifesaving equipment must 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 must 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 must 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 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.

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 and 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 LSV 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.

Lifesaving Club

- Enter all patrol and lifesaving equipment into the LSV Gear and Equipment Management System (GEMS) via the 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 (i.e., 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 and Audit Guide and relevant circulars which are published from time to time.

- Once the gear inspection is complete, the clubs must 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.

Reference	
Related Documents	SLSA Policy 1.06 - Gear & Equipment
	Gear Inspection and Audit Guide

Review	
Date of Issue	10 December 2020
Date Effective	26 December 2020
Date to be Reviewed	1 July 2022
Date to Cease	10 December 2022

Authority
The Life Saving Operations Council Executive has approved this SOP under section 8.3.6(e) of the Life Saving Victoria By-laws, 2019.

