

## Circular

<b>Title:</b>	<b>Gear and Equipment Inspection</b>
<b>Date:</b>	29 August 2018
<b>Document ID:</b>	<b>16, 2018/19</b>
<b>Department:</b>	Lifesaving
<b>From:</b>	Anna De Meersman, Lifesaving Development Officer Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Thursday, 8.30am to 5pm) Email: <a href="mailto:anna@slnwa.com.au">anna@slnwa.com.au</a>
<b>Audience:</b>	Club Administrators, Club Director of Lifesaving and Equipment Officers
<b>Summary:</b>	Clubs are to complete pre-season equipment inspections on all patrol equipment prior to the 17 <sup>th</sup> September 2018.  Inspection checklists are now available and can be downloaded for all patrol equipment on SurfGuard.
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. Ensure SurfGuard has had entered the most current data for your club's gear and equipment list.</li> <li>2. Print out checklists for each piece of equipment from SurfGuard.</li> <li>3. Populate the checklists with inspection information and physically identify non serviceable equipment.</li> <li>4. Record inspection dates and notes within SurfGuard prior to the 17<sup>th</sup> September 2018. Inform Anna De Meersman at SLSWA when completed.</li> </ol>

In preparation for the upcoming season clubs are required to complete pre-season equipment inspections on all lifesaving equipment. All equipment must be assessed as suitable and safe for use prior to the first patrol. Only inspected and passed equipment may be used on patrol.

To assist clubs in this process, inspection checklists are available on SurfGuard from the clubs login area. Clubs can print out and complete a checklist for each piece of equipment that is likely to be used for patrol.

Any queries relating to Gear and Equipment Inspections can be forwarded to Anna De Meersman, Lifesaving Development Officer, SLSWA via phone (08) 9207 6666 or via email [anna@slnwa.com.au](mailto:anna@slnwa.com.au).



**James O'Toole**  
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