

## Circular

<b>Title:</b>	<b>Gear and Equipment Inspection 2022/2023</b>
<b>Date:</b>	01 September 2022
<b>Document ID:</b>	<b>20, 2022/2023</b>
<b>Department:</b>	Lifesaving
<b>From:</b>	Domenic Cowdell, Club Lifesaving and Training Officer Ph.: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: <a href="mailto:dcowdell@slswa.com.au">dcowdell@slswa.com.au</a>
<b>Audience:</b>	Club Administrators, Club Director of Lifesaving and Equipment Officers
<b>Summary:</b>	Clubs are reminded to update SurfGuard with details and current condition of key lifesaving gear and equipment before the first patrol of the 2022/23 season. This activity is to ensure key lifesaving gear and equipment are fit for purpose and rescue ready, safe for use and readily available and accessible.
<b>Action:</b>	<ol style="list-style-type: none"> <li>1. Ensure all key lifesaving gear and equipment is captured within SurfGuard</li> <li>2. Complete an inspection for key lifesaving gear and equipment via the required paper-based or paperless checklist</li> <li>3. Update all key lifesaving gear and equipment information within SurfGuard with details from inspections (relevant to paper-based checklists only).</li> <li>4. Address any gaps, issues or deficiencies with gear and equipment. Discuss with the SLSWA Lifesaving team as required.</li> </ol>

Management and oversight of key lifesaving gear and equipment is critical to ensure items are:

- a) fit for purpose and rescue ready
- b) safe for use
- c) readily available and accessible

In turn, this will ensure:

- a) expectations related to lifesaving services can be fulfilled.
- b) members are not exposed to avoidable dangers or hazards.
- c) any gaps in items (quantities, type, etc.) can be addressed through renewal and replacement programs or initiatives.

SurfGuard is the platform to be used by clubs to manage key lifesaving gear and equipment. It is considered necessary that key information associated with these items is captured for record keeping and reporting in line with standardised inspection checklists.

In preparation for the upcoming season, it is recommended clubs inspect all key lifesaving gear and equipment, as shown in Attachment 1, prior to the first patrol. Only inspected and equipment assessed as fit for purpose should be used on patrol. Inspections can be completed using paper-based checklist that can be downloaded from SurfGuard or paperless checklists via the Operations App.

Four process steps are required to achieve this:

STEP	ACTION	
1	Ensure all key lifesaving gear and equipment is captured within SurfGuard equipment management module.	
2	Download and complete paper-based inspection checklists for key lifesaving gear and equipment.	Gain access to complete inspections via the Operations App and complete paperless checklist for key lifesaving gear and equipment.
3	Update all key lifesaving gear and equipment information from the inspection into SurfGuard. Retain copies of inspection checklists.	No action required as information is sent from the Operations App to SurfGuard.



STEP	ACTION
4	Address any gaps, issues or deficiencies with gear and equipment.

More details regarding the paper-based process is shown in Attachment 2 linked to this Circular. Further information is available in the SurfGuard User Guide Section 5.6 - [Manage Gear and Equipment](#). More information relating to the paperless process is available in the Operations App User Guide Section 8 – [Gear](#).

Completion of inspections and the update of the information into SurfGuard will ensure your club is ready to conduct patrols this upcoming season. The information obtained from SurfGuard will also assist SLSWA in completing state and national reporting to external bodies.

Any further queries relating to Gear and Equipment Inspections, including getting access to the Operations App to complete paperless inspections, can be forwarded to Domenic Cowdell (Club Lifesaving and Training Officer) SLSWA via phone (08) 9207 6666 or email [dcowdell@slswa.com.au](mailto:dcowdell@slswa.com.au).

**James O'Toole**  
Chief Executive Officer

## ATTACHMENT 1

A range of gear and equipment can be managed within SurfGuard as shown in the following list. Items highlighted in yellow must be captured within SurfGuard and the relevant checklist completed. All other items are optional and at the discretion of the Club to completed.

Type	Definition	SurfGuard Capture
Administration Equipment	Various office equipment	Optional
<b>Beach Vehicle (ATV)</b>	<b>Side by side vehicles</b>	<b>Essential (key lifesaving equipment)</b>
Buildings and Structures	Observation Towers	Optional
Club Equipment	Various Club equipment	Optional
Computer and Electrical	Beach phones and iPads	Optional
<b>Defibrillator</b>	<b>Self-explanatory</b>	<b>Essential (key lifesaving gear)</b>
First Aid Equipment	Various first aid equipment	Optional
<b>Fuel Cell</b>	<b>Non-racing fuel cell</b>	<b>Essential (key lifesaving equipment)</b>
<b>Inflatable Rescue Equipment</b>	<b>Non-racing craft</b>	<b>Essential (key lifesaving equipment)</b>
<b>IRB</b>	<b>Non-racing craft</b>	<b>Essential (key lifesaving equipment)</b>
<b>IRB Motor</b>	<b>Non-racing motors</b>	<b>Essential (key lifesaving equipment)</b>
JRB	Jet rescue boats	Not applicable
<b>Lifejacket</b>	<b>Non-racing lifejackets</b>	<b>Essential (key lifesaving gear)</b>
Manikin	Self-explanatory	Optional
<del>ORB</del>	<del>Offshore Rescue Boat</del>	<del>Not applicable</del>
<b>Oxygen Resuscitator</b>	<b>Self-explanatory</b>	<b>Essential (key lifesaving gear)</b>
Patrol Equipment (Misc)	Various Patrol equipment	Optional
<del>Patrol Uniforms</del>	<del>Self-explanatory</del>	<del>Not required</del>
<del>Personal Locator Beacons</del>	<del>Self-explanatory</del>	<del>Not required</del>
<del>Radio</del>	<del>Self-explanatory</del>	<del>Not required</del>
<b>Rescue Board</b>	<b>Self-explanatory</b>	<b>Essential</b>
Rescue Fins (Flippers)	Self-explanatory	Optional
<del>RIB</del>	<del>Rigid Inflatable Boat</del>	<del>Not applicable</del>
<del>RIB / ORB Outboard Motor</del>	<del>Self-explanatory</del>	<del>Not applicable</del>
RWC	Jet ski and associated gear	Essential if club has RWC agreement
Shark Bag / Major Haemorrhage Kit	Self-explanatory	Optional
Spinal Equipment	Self-explanatory	Optional
Suction Equipment (manual)	Self-explanatory	Optional
Surf Helmets	Self-explanatory	Optional
Trailer	Mobile patrol shelters	Optional
Vehicle	On beach vehicles	Optional
Water Rescue Manikin	Self-explanatory	Optional

## ATTACHMENT 2

### Step 1 – Review and confirm all key gear and equipment is captured within SurfGuard

Clubs can access the relevant areas within SurfGuard by using the following pathway:

*Menu > Organisational Management > Manage Gear & Equipment*



The screenshot displays the SurfGuard web application interface. On the left is a dark sidebar menu with the following sections: **Members** (Find, Transfers, Pending), **Education** (List, New, Check), **Org Management** (Details, Officers, Gear), **Patrols** (Teams, Subs, Logs), and **Reports** (Awards, Member, Org). A yellow arrow points to the 'Menu' button in the sidebar. The main content area is light blue and contains several sections: **Summary** (Summary, Dashboard, Stats, Display Statistics), **Members** (Find Member, Add Member, Bulk Processing, Pending Member Requests, Transfers, Bulk Transfer Out), **Education** (Assessment Request List, New Assessment Request, Assessment Candidate Qualifications Check), **Maintenance** (Allocate New Awards, Award Prices, Award Licenses), **Reports** (Audits, AVETMISS Reports, Assessment, Award & License Reports, Member Reports, Organisational Management Reports, Patrol Reports, Transfer Reports, Custom Reports, New Custom Report, Gear & Equipment Custom Reports, New Gear & Equipment Custom Report, License Processing), **Messages** (Messages, Create Message, Email/SMS Members), **Patrols** (Setup Patrol Positions, Add a Patrol Position, Authorise Requests, Manage Patrol Teams, Add a Patrol Team, Add Individual As Team, Substitute Management, Patrol Logs, Add Unrostered Patrol, Unpatrolled Stats, Add Unpatrolled Stats, Past Patrol Hours, Patrolling Sub-Membership Categories), and **Organisational Management** (Organisational Details, Bank Account Details, Committees, Officers, New Officer Position, Officer Position Synonyms, **Manage Gear & Equipment**, Bulk Process Gear & Equipment, Registration Season End Settings, Mailing Groups, New Mailing Group, Mailing Group Types, New Mailing Group Type). A second yellow arrow points to the 'Manage Gear & Equipment' link under the 'Organisational Management' section.

Details of, in particular, key lifesaving gear and equipment can be captured in this area using the “Manage” button against each type. At a minimum, please complete the compulsory information required, as denoted by \*.

View Gear & Equipment @ Surf Life Saving WA

☐ Add blank columns when printing checklist(s)

[Print All Checklists](#) [View Patrol Equipment Checklist](#)

Type	Total	Options
Administration Equipment	0	<a href="#">Manage</a>
Beach Vehicle (ATV)	1	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Buildings and Structures	0	<a href="#">Manage</a>
Club Equipment	0	<a href="#">Manage</a>
Competition Equipment	0	<a href="#">Manage</a>
Computer and Electrical	2	<a href="#">Manage</a>
Defibrillator	11	<a href="#">Manage</a> <a href="#">Print Checklist</a>
First Aid Equipment	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Fuel Cell	0	<a href="#">Manage</a>
Inflatable Rescue Equipment	0	<a href="#">Manage</a>
IRB	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
IRB Motor	4	<a href="#">Manage</a> <a href="#">Print Checklist</a>
JRB	0	<a href="#">Manage</a>
Lifejacket	0	<a href="#">Manage</a>
Manikin	0	<a href="#">Manage</a>
ORB	0	<a href="#">Manage</a>
Oxygen Resuscitator	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Patrol Equipment (Misc)	0	<a href="#">Manage</a>
Patrol Uniforms	0	<a href="#">Manage</a>
Personal Locator Beacons	0	<a href="#">Manage</a>
Radio	6	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Rescue Board	7	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Rescue Fins (Flippers)	0	<a href="#">Manage</a>
Rescue Tube	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
RIB	0	<a href="#">Manage</a>
RIB/ORB Outboard Motor	0	<a href="#">Manage</a>
RWC	0	<a href="#">Manage</a>
Shark Bag/Major Haemorrhage Kit	0	<a href="#">Manage</a>
Spinal Equipment	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Suction Equipment (manual)	0	<a href="#">Manage</a>
Surf Helmets	0	<a href="#">Manage</a>
Trailer	0	<a href="#">Manage</a>
Vehicle	1	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Water Rescue Manikin	0	<a href="#">Manage</a>

- Used to enter new item for the type of gear & equipment
- Also used to update or remove existing items

## Step 2 – Download and complete inspection checklists for key lifesaving gear and equipment

Inspection checklists for key lifesaving gear and equipment can be obtained by using the “Print Checklist” button against each type. Checklists are not available for all types of gear and equipment but when available is only visible when 1 or more items have been captured within SurfGuard. At a minimum, please complete the compulsory information within each checklist highlighted in grey.

View Gear & Equipment @ Surf Life Saving WA

☐ Add blank columns when printing checklist(s)

[Print All Checklists](#) [View Patrol Equipment Checklist](#)

Type	Total	Options
Administration Equipment	0	<a href="#">Manage</a>
Beach Vehicle (ATV)	1	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Buildings and Structures	0	<a href="#">Manage</a>
Club Equipment	0	<a href="#">Manage</a>
Competition Equipment	0	<a href="#">Manage</a>
Computer and Electrical	2	<a href="#">Manage</a>
Defibrillator	11	<a href="#">Manage</a> <a href="#">Print Checklist</a>
First Aid Equipment	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Fuel Cell	0	<a href="#">Manage</a>
Inflatable Rescue Equipment	0	<a href="#">Manage</a>
IRB	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
IRB Motor	4	<a href="#">Manage</a> <a href="#">Print Checklist</a>
JRB	0	<a href="#">Manage</a>
Lifejacket	0	<a href="#">Manage</a>
Manikin	0	<a href="#">Manage</a>
ORB	0	<a href="#">Manage</a>
Oxygen Resuscitator	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Patrol Equipment (Misc)	0	<a href="#">Manage</a>
Patrol Uniforms	0	<a href="#">Manage</a>
Personal Locator Beacons	0	<a href="#">Manage</a>
Radio	6	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Rescue Board	7	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Rescue Fins (Flippers)	0	<a href="#">Manage</a>
Rescue Tube	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
RIB	0	<a href="#">Manage</a>
RIB/ORB Outboard Motor	0	<a href="#">Manage</a>
RWC	0	<a href="#">Manage</a>
Shark Bag/Major Haemorrhage Kit	0	<a href="#">Manage</a>
Spinal Equipment	3	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Suction Equipment (manual)	0	<a href="#">Manage</a>
Surf Helmets	0	<a href="#">Manage</a>
Trailer	0	<a href="#">Manage</a>
Vehicle	1	<a href="#">Manage</a> <a href="#">Print Checklist</a>
Water Rescue Manikin	0	<a href="#">Manage</a>

- Button only visible when a checklist is available and / or when there is 1 or more items captured within SurfGuard
- Click button to download a hard copy of the inspection checklist to complete

Each inspection checklist is different, however each checklist does use the same equipment condition rating system with the following descriptions provided to assist in determining the state of gear & equipment:

Rating	Description	Condition / Usability	Action
P = Pass	<ul style="list-style-type: none"> <li>New or near new condition</li> <li>Fully operational</li> <li>No safety issues or damage</li> </ul>	Excellent / Suitable for use	No further action required
F = Fair	<ul style="list-style-type: none"> <li>Fully operational</li> <li>Item may have age or damage that does not hinder operation or safety (e.g. scratches)</li> </ul>	Good / Use with care	Continue use with regular monitoring and action when / as required
R = Re-inspect	<ul style="list-style-type: none"> <li>Out of service items requiring repair</li> <li>Items that need external / professional verification</li> </ul>	/ Not suitable for use	DO NOT USE until repaired to safe standard suitable for use or re-inspected by an external body
D = Discard	<ul style="list-style-type: none"> <li>Beyond economical repair</li> <li>Irreparable damage negatively affecting safety or function</li> <li>Legacy item no longer required</li> </ul>	Replacement Required / Not suitable for use	Discard (e.g. sell, recycle) and inform SLSWA prior to removing this item from SurfGuard

**Step 3 – Update all key lifesaving gear and equipment information within SurfGuard with details from inspections**

Once each inspection is completed, update details of, in particular, key lifesaving gear and equipment by again using the “Manage” button against each type. At a minimum, please complete the compulsory information required, as denoted by \*, but also any other key information that describes the current condition or future life expectancy of the item.

Manage Gear & Equipment @ Surf Life Saving WA

Update Reset Cancel

**Beach Vehicle (ATV)**

Name: \* Beach Vehicle (ATV) - 1

BSEF Grant: ☐

Current Gear Inspection Date: 13/05/2019 dd/mm/yyyy

Date of Purchase: \* 01/08/2014 dd/mm/yyyy

Equipment Condition: \* **Excellent**

Equipment Insured by: unsure

Equipment Insured for: \$ 20144

Gear Inspection Completed by: D. Andrew

Gear Inspection Notes/Comments: **Good Condition small damage to front bumper**

Item Description: Yellow SSV

Last Service on: dd/mm/yyyy

Make/Model: Can-Am Commander

Manufacturer: BRP

Manufacturer Serial No.: \* 3JEU4N42JK000108

Maximum Capacity (POB): 3

Notes:

Price on Purchase: \$ 20144

Purchased From: Seadoo Leisure

Registration Expiry: dd/mm/yyyy

Registration Number: NA

Service Due: 13/05/2020 dd/mm/yyyy

Service notes:

SSV (ATV) Make: \* Bobcat

SSV (ATV) Model: \* Commander SSV 800

Successfully Completed Gear Inspection: ☒

Created by: Surf Com at: 13/05/2019 19:25:30  
Last updated by: Nick Pavy at: 07/08/2019 16:32:25

Update Reset Cancel

- Update equipment condition relative to inspection checklist rating:  
Pass = Excellent  
Fair = Good  
Re-Inspect = BLANK  
Discard = Replacement Required

Summarise item condition, status, expected remaining life, etc.

**Step 4 - Address any gaps, issues or deficiencies with gear and equipment. Discuss with the SLSWA Lifesaving team as required.**

Identify strategies to close any gaps, resolve issues or rectify deficiencies with gear and equipment through repair, renewal or replacement strategies. Clubs are encouraged to discuss any issues that cannot be resolved within the Club or will negatively impact capability to deliver lifesaving services with the SLSWA Lifesaving team as soon as possible.