



# Circular #3778 (Updated)

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## 2023/24 SLSNSW Annual Gear and Equipment Inspection Program

Attention: Branch Presidents, Branch Directors of Lifesaving, CEOs and Support Staff, Surf Club Management Committees, Staff and Members

Actioned by: CEOs and Support Staff, Surf Club Management Committees, Staff and Members, Directors of Lifesaving, Club Captains

Date: 9/8/2023

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Summary	This circular aims to outline the requirements, processes, and updates of the 2023/24 SLSNSW Annual Gear and Equipment Inspections Program.
Key Strategic Goal	To facilitate an annual gear and equipment compliance program that ensures Clubs are compliant and capable of meeting minimum equipment requirements as per the Public Safety Standard Operating Procedures (SOPs) and Lifesaving Service Agreements (LSAs) in readiness for the approaching 2023/24 patrol season.
Strategic Plan	1.1: We will be better structured and resourced to respond as an emergency service organisation.
Action	Clubs and Branches are required to complete the SLSNSW Annual Gear and Equipment Inspection Program requirements and notify SLSNSW by 5pm Thursday 14 September 2023 via the SLSNSW online compliance requirements checklist facility.

### Purpose of the Annual Gear and Equipment Inspections Program

The Annual Gear and Equipment Inspections program ensures all Surf Life Saving patrols have sufficient equipment to meet their Lifesaving Service Agreement requirements. The inspections program also promotes the accurate recording of gear and equipment details in SurfGuard, providing current information to support funding applications and equipment turnover programs. Furthermore, it promotes the management, maintenance and quality of all patrolling gear and equipment, creating a safer working environment for members and enhanced rescue capabilities. As per Surf Life Saving NSW Standard Operating Procedures [PSS3.8 \(2023\)](#) **ALL** frontline lifesaving equipment must be annually inspected prior to the commencement of each patrolling season to ensure:

- The gear and equipment is operational and fit for use for Surf Life Saving purposes.
- Clubs and services meet the minimum patrol equipment requirements as outlined in the SLSNSW SOPs.
- Gear and equipment repairs, maintenance and upgrade requirements are identified.
- New gear and equipment SOPs, specifications and policy update requirements have been implemented.
- Correct and current information is updated on SurfGuard.
- All gear and equipment is SLSA endorsed.

#### Please note:

1. These inspection requirements are for patrol equipment only (safety and operational inspections). Some items may be required to meet further competition scrutineering requirements for surf sports purposes.
2. An IRB motor recoil mechanism was envisaged to be included in this season's requirements, but due to supply chain challenges this will only be included as a requirement from the 2024-25 season onwards.

## The Inspection Process

### 1. Branches outline inspection dates and their preference for Powercraft inspections

Branches arrange inspection dates with clubs or provide clubs with a date range in which they are to complete their own inspections, ensuring clubs have ample time to prepare and undertake the inspection process. All inspections should be conducted well in advance of the season to ensure there is sufficient time to re-inspect any pending equipment and complete all administration requirements by the due date.

### 2. Clubs conduct pre-inspections on all gear & equipment

Clubs should conduct pre-inspections on all gear & equipment to ensure that any maintenance or repairs can be conducted prior to the inspection dates.

### 3. Clubs update gear and equipment information in SurfGuard

Clubs are required to update all gear and equipment information in SurfGuard prior to the designated Branch inspection date/date range provided to ensure checklists are accurate for inspections. This includes updating conditions of all equipment, deleting sold or discarded equipment, and ensuring additions of any new equipment. To do this please go to the “**Manage Gear & Equipment**” SurfGuard page, and for assistance, please refer to the SLSA SurfGuard User Guide, [here](#). PSS3.3 of the SOPs outlines the minimum equipment that must be recorded in SurfGuard. [Click here to access the list.](#)

### 4. Gear and Equipment inspections using the Operations App

Operations App access for Gear Inspectors are set via the SurfGuard Award. Branches or Clubs will need to submit a list of Members that they wish to grant access to allow inspections to be carried out. These users will be able to modify and update the gear and equipment directly to SurfGuard, all other users will have read only access. Please submit a list of members containing their full names, SurfGuard Member IDs, and desired access level to Mason Kemeny ([mkemeny@surflifesaving.com.au](mailto:mkemeny@surflifesaving.com.au)). Instructions for conducting gear inspections using the Operations App can be found [here](#).

### 5. Gear & equipment checklists prepared and printed if not using the Operations App

Clubs must inform Branches when all gear & equipment information has been updated on SurfGuard. A printed copy of each Club’s updated gear and equipment SurfGuard lists will be required on the inspection day if Branches are undertaking the

inspection process and NOT using the Operations App. Instructions on how to print these checklists can be found [here](#).

### 6. Update gear & equipment inspection information on SurfGuard (if not using the Operations App)

When the inspection process is complete, all successfully passed gear & equipment item details must be updated in SurfGuard ensuring, at minimum, the following items are updated to reflect the equipment for the current season:

- **Current Gear Inspection Date**
- **Equipment Condition (graded as one of the following: P = Pass, R = Re-inspect, D = Discard)**
- **Successfully Completed Gear Inspection**

This applies to all previously mentioned minimum equipment quantity items in SurfGuard. This action can be completed in the “**Bulk Process Gear & Equipment**” SurfGuard page. **Please note** only equipment that has **passed** the gear inspection and that **has been updated on SurfGuard** can be used on patrol.

**7. Branch facilitated re-inspections conducted** Gear/equipment that does not pass the initial inspection process may be repaired or discarded by Clubs as necessary and may be presented for re-inspection at a secondary inspection date arranged with the Branch. If any item fails the re-inspections, it must be tagged and discarded.

### 8. Notifying SLSNSW of completed Inspections Process

All inspections must be completed in either the Operations App or SurfGuard by the SLSNSW compliancy deadline of Thursday 14 September 2023. The system will generate a report once all the minimum required items have been marked with ‘successfully completed gear inspection, which in turn will complete that section of annual compliancy.’ Clubs and Branches are required to apply for an extension from SLSNSW if they cannot meet this deadline. Please see the [SLSNSW 2023/24 Compliancy Circular \(#3772\)](#) for more information on compliance.