



Circular 3843

Released July 2024

2024/25 SLSNSW Annual Gear and Equipment Inspection Program

Attention: Branch Presidents, Directors, 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: 15/07/2024

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Summary	This circular aims to outline the requirements, processes, and updates of the 2024/25 SLSNSW Annual Gear and Equipment Inspections Program.
Key Strategic Goal	To facilitate an annual gear and equipment compliance program that ensures Clubs are capable of meeting minimum equipment requirements as per the Lifesaving Standard Operating Procedures (SOPs) and Lifesaving Service Agreements (LSAs) in readiness for the approaching 2024/25 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 by 5pm Thursday 12/09/2024.

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 [PSSS3.8 \(2023\)](#):

ALL frontline lifesaving equipment must be annually inspected prior to the commencement of each patrolling season to ensure:

- The gear and equipment is operationally 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: 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.

The Inspection Process

Process	Tasks	Responsibilities
1	Branch allocated inspection dates (communicated to Clubs)	Branches
2	Clubs conduct pre-inspections on all gear & equipment	Clubs
3	Clubs update gear & equipment information on SurfGuard	Clubs
4	Gear & equipment checklists prepared and printed	Branches & Clubs
5	Branch facilitated inspections conducted	Branches & Clubs
6	Branch facilitated re-inspections conducted	Branches & Clubs
7	Update gear & equipment inspection information in SurfGuard by 5:00pm Thursday 12 th September 2024	Branches & Clubs

Step 1 – Branch allocated inspection dates and outline their preferences for powercraft inspections

Branches arrange inspection dates with clubs, ensuring clubs have ample time to prepare for inspections. 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.

Branches may decide to have clubs facilitate most of the gear and equipment inspection process. Branches are however responsible and required to communicate with their clubs and outline when they will undertake inspections of powercraft (IRB).

Step 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.

Step 3 – Clubs update gear & equipment information in SurfGuard

Clubs are required to update all gear & equipment information in SurfGuard prior to the designated Branch inspection dates to ensure checklists are accurate for inspections. This includes updating conditions of all equipment, deleting sold or discarded equipment and recording additions of any new equipment. This can be done from the “Manage Gear & Equipment” page in SurfGuard.

More information on recording information in SurfGuard can be found under section 5.6 of the [SLSA SurfGuard User Guide](#). For clarification on what minimum equipment is required to be recorded in SurfGuard, please see [PSS3.3 Club Patrol Requirements](#).

Step 4 – Gear & equipment checklists are prepared and printed if not using the Operations App

Clubs must inform Branches when all gear & equipment information has been updated on SurfGuard prior to the Branch inspections. Two copies (a Branch and Club copy) of each Clubs updated gear and equipment SurfGuard lists will be required on the inspection day (only if not using the App).

Step 5 – Gear & equipment inspections using the Operations App

Access to the Operations App for Gear Inspectors is set via the SurfGuard award. Branches will need to submit a list of Members that they wish to grant access to modify and update the gear & equipment to SLSNSW, all other users will have read only access.

Please submit a list of members containing their full names and Surfguard Member IDs to Hamish Jones (hjones@surflifesaving.com.au). Instructions for conducting gear inspections using the operations app can be found under section 8.1 of the [SLSA Operations App User Guide](#).

If you do not have access to the Operations App, you can use Surfguard online instead. 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
- Successfully Completed Gear Inspection

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

The screenshot shows the SurfGuard interface for a 'Fuel Cell' item. The 'Current Gear Inspection Date' field is circled in red and labeled 'Current 2024 date required'. The 'Successfully Completed Gear Inspection' checkbox is also circled in red and labeled 'Ensure this box is checked'. The interface includes a list of items on the left, a main details area, and a footer with creation and update information.

Fuel Cell	
Name:	Fuel Cell - 1
Age in Years:	5
Amount:	500
BSEF Grant:	[]
Current Gear Inspection Date:	14/09/2023
Date of Purchase:	11/09/2010
Equipment Condition:	Good
Gear Inspection Completed by::	[]
Gear Inspection Notes/Comments:	Good
Item Description:	
Make/Model:	
Maker:	
Manufacturer:	
Manufacturer Serial No.:	
SLSA Registration No.:	
SLSA Serial No. (e.g. 1/AC/20/001):	
Successfully Completed Gear Inspection:	<input checked="" type="checkbox"/>

Created by: Roslyn McMahon at: 20/04/2016 09:09:42
Last updated by: Admin Admin at: 14/09/2023 10:27:59

Step 6 – Branch facilitated re-inspections conducted

Gear or equipment that does not pass the initial inspection process may be repaired or discarded by Clubs as necessary and can present the item 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.