## IR/13



## Centre Inspection Report Centres should complete all shaded sections prior to

**ITEMS REQUIRING** ATTENTION SHOULD **BE LISTED ON AN** ACTION PLAN

inspection. Please use the Recognition Guidance notes and Training Checklists in conjunction with this report

	Name of Centre		Region	Water - inland / coastal
SJ	Main Operating Site Address		Additional operating sites (not cruising or overseas)	
TA			1	(Yes/No)
DE			2	(Yes/No)
IRE	Post Code	Country	3	(Yes/No)
EN	Correspondence and Invo	picing Address (if different)		
S		Centre Tel	Centre Email	
	Principal	Principal's Tel	Principal's Email	

ļ	Chief instructor (detail qualifications overleaf)			
Ŀ	Class of boat	Qty	Class of boat	
30r				

	Chief instructor (detail qualifications overleaf)						
NG	Board type	Age	Qty	Rig type	A	Age	Qty
RFI							
NS(							
DNI							
3							

≷⊾	Chief instructor (detail qualifications overleaf)				
EE1	Boat/PW make and model	Qty	LOA	Engine make & HP	Commercial cert details (if applicable) e.g. category, expiry
E OA					date, cert authority
ET					
ME					
PO					

A S S	Chief instructor (detail qualificat Name of Vessel	ions overleaf) Make, Model & Length	Commercial cert details (if applicable) e.g. category, expiry
	Name of Vessel	Make, Model & Length	date, cert authority
R AN NUISI			
<b>2</b> 5			
SAIL			
- S			

	Chief instructor (detail qualifications overleaf)									
S	Name of Vessel	Licensing authority	Boat Safety certificate	Expiry date						
ðð										
LAN BU										
ATA										
Ň										

Qty

For office use only

Full name (block capit	Full name (block capitals) RYA Membership		Windsurfing Instructor	Powerboat / PW/	NSS Instructor	ructor	Coastal F	Coastal First Aid Endorsement	al Instructor ent Cert seen	
	Number	Postcode	Qualification	IW Qualification	Qualification	Qualification	or Inland e	xpiry date seen & vali	id? & valid?	
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI, IWHI,	DAI, DI, KI, MI, Adv I DSI RI,	YMCIS, YMIS				
NSS Chief Instructor	uctor		WAPI, WSRI, Trainer, WRI, RCL2	PWI, Trainer , IWHT	CA, RCL2, RCL3, YMI, KSI	YMCIP, YMIP				
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI, IWHI,	DAI, DI, KI, MI, Adv I, DSI, RI,	YMCIS, YMIS				
Windsurfing Chief Instructor	uctor		WAPI WOKI ITAIIIBI, WKI, KULZ	PWI, ITAINER , IWHI	_					
Dowerhoat Chief Instructor	uctor		WAI, WSI, WINPI, WIPI, WAUI, WAPI WSRI Trainer WRI RCI 2	2, 5, PAI PBI, IWHI, PWI Trainer IWHT	DAI, DI, KI, MI, Adv I, DSI, KI, CA, RCI 2, RCI 3, YMI, KSI	YMCIS, YMIS				
			WAI. WSI. WINPI. WIPI. WADI.	2. S. PAI. PBI .IWHI.		YMCIS, YMIS				
PW Chief Instructor	uctor		WAPI, WSRI, Trainer, WRI, RCL2	PWI Trainer , IWHT		YMCIP, YMIP				
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI ,IWHI,		YMCIS, YMIS				
Motor Cursing Chief Instructor	cursing structor		WAPI, WSRI, Trainer, T15 R, T15 W			YMCIP, YMIP				
Sail	Cuisinn		WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI , IWHI,	DAI, DI, KI, MI, Adv I, DSI, RI,	YMCIS, YMIS				
Chief Instructor	structor		WAPI, WSRI, Trainer, WRI, RCL2	PWI, Trainer , IWHT	CA, RCL2, RCL3, YMI, KSI	YMCIP, YMIP				
atenti Matu			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI , WHI,	DAI, DI, KI, MI, Adv I, DSI, RI,	YMCIS, YMIS				
Chief Instructor	structor		WAPI, WSRI, Trainer, TWRI, RCL2	PWI, Trainer , IWHT	CA, RCL2, RCL3, YMI, KSI	YMCIP, YMIP				
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI, IWHI,						
			WAPI, WSRI, Trainer, WRI, RCL2	PWI, Trainer , IWHT	_	YMCIP, YMIP				
			WAI, WSI, WINPI, WIPI, WADI,,	2, S, PAI, PBI, IWHI,		YMCIS, YMIS				
			WAPI, WSRI, Trainer, WRI, RCL2	PWI, Trainer , IWHT		YMCIP, YMIP				
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI , IWHI,		YMCIS, YMIS				
			WAPI, WSRI, Trainer, WRI, RCL2	PWI, Trainer , IWHT						
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI, IWHI,		YMCIS, YMIS				
			WAPI, WSKI, ITAINER, WKI, KULZ	PWI, IRAINER , IWHI						
			WAI, WSI, WINPI, WIPI, WADI, WAPI WSRI Trainer WRI RCI 2	2, S, PAI, PBI, IWHI, PWI Trainer IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA RCI 2 RCI 3 VMI KSI	YMCIS, YMIS				
				2 C DAI DRI IM/HI		VMCIS VMIS				
			WAI, WSI, WINFI, WIFI, WADI, WAPI. WSRI.Trainer. WRI. RCL2	PWI. Trainer . IWHT		YMCIP, YMIP				
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI, IWHI,		YMCIS, YMIS				
			WAPI, WSRI, Trainer, WRI, RCL2	PWI, Trainer , IWHT	CA, RCL2, RCL3, YMI, KSI	YMCIP, YMIP				
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL 2	2, S, PAI, PBI ,IWHI, PWI. Trainer .IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA. RCL2. RCL3. YML KSI	YMCIS, YMIS YMCIP, YMIP				
Windsurfing			Powe	Powerboat/PW			Dinghv	Dinghv/Keelboat sailing		_
WAI	Windsurfing Assistant Instructor	Instructor		Powerb	Powerboat Level 2		DAI	Dinahv A	Dinghy Assistant Instructor	structor
NSI	Windsurfing Start Instructor	uctor		Safety E	Safety Boat Cert or equivalent			Dinghy Instructor	Istructor	
MINPI	Windsurfing Instructor Non Planing Instructor	Non Plan	ing Instructor PAI	Advance	Advanced Powerboat Instructor	JC	¥	Keelboat	Keelboat Instructor	
MIPI	Windsurfing Instructor Planing Instructor	Planing In		Powerb	Powerboat Instructor		Μ	Multihull	Multihull Instructor	
MADI	Windsurfing Advanced Instructor	Instructo	r PWI	Persona	Personal Watercraft Instructor		Adv I	Advance	Advanced Instructor	
WAPI	Windsurfing Advanced Plus Instructor	I Plus Insti	ructor Trainer		Powerboat Trainer		DSI	Dinghy S	Dinghy Senior Instructor	lctor
WOKI Troiot	Windsurting Senior Instructor	structor	YMCIS	S	Yachtmaster Cruising Instructor Sail	·Sail		Racing Instructor	Istructor	
WBI	windsuming namer Bacing Instructor (Windsurfing)	dsurfina)	YMCIP VMCIP		Yachtmaster Instructor Sail Vachtmaster Cruising Instructor Dower	Dower	RCI 0	Loach Assessor Level 2 Race Co	Coacn Assessor Level 2 Race Coach	
2	Level 2 Race Coach (Windsurfing)	Vindsurfin			Yachtmaster Instructor Power		RCL3	Level 3 R	Level 3 Race Coach	
	Denotes minimum required Chief Instructor	aquired Cf		Inland Waterways			ΥMI	Yachtma	Yachtmaster Instructor	tor
	Qualification			Inland V	Inland Waterways Helsman Instructor	ructor	KSI	Keelboat	Keelboat Senior Instructor	tructor
Please conti	Please continue on a separate sheet if necessary	e sheet if ا	necessary IWHT		Inland Waterways Helsman Trainer	ner				

CALETY.		
<b>SAFETY:</b> 1.1	Does the centre have an operational procedures document?	Yes/No
1.1	Is there a system for ensuring all staff have read and understood the operational procedures?	Yes/No
1.1.1	Does the centre have a health and safety policy which is understood and applied by all staff?	Yes/No
1.1.1.4	Does the centre have an emergency action plan and do all staff know how to implement it?	Yes/No
1.1.1.6	Do the operational procedures include activities that take place outside of normal sailing areas?	Yes/No
1.1.2	Is there a suitable system of training and/or briefing to ensure all staff are able to safely execute their	Yes/No
	duties?	
1.1.1.5	Are the operating areas listed on the form, appropriate and free from unacceptable hazards?	Yes/No
App 3 &	Is there a safety briefing checklist including procedures for emergency and	Yes/No
4	abandonment and are the students made suitably aware of this before going afloat?	
2.4.3.4	Are launching and landing areas suitable and appropriately operated? (Not Cruising)	Yes/No/NA
2.4.3.5	Is there a system for monitoring the number of craft/users on the water?	Yes/No
2.2	Does the centre have a system for the repair and maintenance of boats and equipment?	Yes/No
1.1.1.8	Does the centre offer courses for disabled students?	Yes/No
2.4.3.1-3	Are there sufficient suitable safety craft available and ready for use whenever users are on the water?	Yes/No/NA
2425	(Not Cruising)	
2.4.3.5 2.8.4	Are kill cords fitted in all safety /planning craft, fully functional and used at all times when under way? (Not Cruising)	Yes/No/NA
2.0.4	Are radios used in the centre and are they fully functioning and used appropriately?	Yes/No
2.3.14	Are radios used in the centre and are they fully functioning and used appropriately:	163/110
2.4.3.7	Are suitable first aid kits available and their locations clearly indicated?	Yes/No
App 11	······································	
2.4.3.3	Does the waterfront have access to a telephone? (Not Cruising)	Yes/No/NA
2.4.2.8		
2.4.4	Are all activities, such as recreational sessions, supervised by an appropriately qualified person at all	Yes/No/NA
	times? (Not Cruising)	
TUITION		
1.1.4	Does the Principal/Chief Instructor monitor standards of tuition?	Yes/No
	(i) Was on water tuition observed?	Yes/No
	(ii) Was the standard of tuition satisfactory?	Yes/No/NA
1.0.3	Are there suitably qualified staff to instruct on all of the centre's craft?	Yes/No
1.0.3	Are all teaching sessions offered by the centre supervised by an appropriately qualified instructor?	Yes/No
2.3.14	Are appropriate student:instructor ratios maintained for all disciplines?	Yes/No
2.4.5	Do the control course programmed fully cover each cullebus and most the minimum instructional	Yes/No
	Do the centre's course programmes fully cover each syllabus and meet the minimum instructional time?	res/ino
2.4.5.3	Are appropriate training and visual aids used?	Yes/No
2.4.5.4	Are there adequate dry teaching areas available? (not Cruising)	Yes/No/NA
1.1.3	Are students met on arrival?	Yes/No
2.3.14	Are appropriate publications, including logbooks and course notes, available to students?	Yes/No
ADMINIST		
1.1.3	Does the centre record medical details, declaration of fitness and next of kin for clients?	Yes/No
1.1.2	Does the centre have a record of the qualifications of all staff?	Yes/No
1.1.5	If the centre works with children does it have a child protection policy and procedures?	Yes/No
1.1.5	Are references taken for staff working with children?	Yes/No
1.1.1.10	Does the centre record and review near misses, incidents and accidents as part of its safety	Yes/No
1.1.8	management system? Are the representations in brochures, advertising and booking forms accurate?	Yes/No
1.1.8	Are the joining instructions adequate?	Yes/No
1.1.3	Are cancellation arrangements adequate?	Yes/No
1.1.4	Is there a system for reviewing customer feedback?	Yes/No
1.1.4	Is there a system for dealing with complaints?	Yes/No
App. 8	Does the centre have a supply and record of cortificator, issued?	Yes/No
1.1.6 2.1	Does the centre have a supply and record of certificates issued? Is there a contract for the use of vessel/equipment?	Yes/No/NA
		. contonut
EQUIPME	NT AND FACILITIES	
0.0	CLOTHING EQUIPMENT	X (b)
2.2 2.2.1	Are sufficient buoyancy aids/lifejackets in appropriate sizes available?	Yes/No Yes/No/NA
2.2.1 2.2.3	Are all buoyancy aids in good condition and EN/ISO compliant? (not Cruising) If wetsuits and/or waterproofs are provided, are they in good condition, available in a range of sizes	Yes/No/NA Yes/No/NA
2.2.0	(including children's) and suitable for the expected conditions?	1 CONTROLINA
	FACILITIES/ STORAGE AREAS	
2.4.7	Do the clients have easy access to toilets, changing facilities and hot showers? (Not cruising)	Yes/No/NA
2.4.7.4	Does the centre have a system for the safe storage and handling of fuel?	Yes/No/NA
2.4.7.5	Is the workshop area reasonably tidy without unnecessary hazards?	Yes/No/NA
2.4.7.6	Has the centre taken steps to ensure that workshop materials e.g. chemicals are stored safely?	Yes/No/NA
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Notes

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RYA OFFICE USE ONLY: (Inspectors should record any actions required on the Action Plan)	
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- I certify that this RTC holds (and will continue to maintain in full force and effect)
- 1) A valid insurance policy (or policies) providing Third Party liability cover of at least £2 million in respect of liabilities arising from its RYA activities afloat and ashore and
- 2) Other insurance(s) as appropriate to fulfil its legal obligations.
- 3) Ownership or charter agreements for each vessel/equipment used for RYA activities and take full responsibility for their safe operations
- I understand my responsibility as Principal/ Chief Instructor, to comply with the RYA Conditions of Recognition.

Signature	Na	me	Date							
	I recommend the centre is recognised to offer the following course(s), subject to compliance with the action plan and approval by the RYA (please circle courses below)									
KEELBOAT (NSS) Level MULTIHULL (NSS) Level DINGHY (YSS) Stage	<ul> <li>1 2 3 Sea Spin Race Day Perf</li> <li>1 2 3 Sea Spin Race Day Perf</li> <li>1 2 3 Sea Spin Race Day Perf</li> <li>1 2 3 4 Sea Spin Race Day Perf</li> <li>1 2 3 4 Sea Spin Race Day Perf</li> <li>PWC Proficiency PW Safety</li> <li>SY CC DS CS</li> <li>HC DS CS</li> <li>IWHC</li> </ul>	WINDSURFING WINDSURFING YOUTH WINDSURFING RACING POWERBOAT tidal or non-tidal tidal or non-tidal	Level - Start INTNP INTP ADV ADVP Level - 1 2 3 4 T15 Start Int Adv Level - 1 2 Int Adv Safety Boat							
I have inspected the ce	The following site(s) have been inspected									
	Inspec		ease print							
			Date							

Once completed please return this form and any attached papers to the RYA HQ or your Regional Development Officer Royal Yachting Association

RYA House Ensign Way Hamble Southampton SO31 4YA Tel: +44 (0)23 8060 4100 Fax: +44 (0)23 8060 4288 Email: training@rya.org.uk Web: www.rya.org.uk

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**CENTRE PRINCIPAL**