



# Centre Inspection Report

Centres should complete all shaded sections prior to inspection. Please use the Recognition Guidance notes and Training Checklists in conjunction with this report

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

<b>CENTRE DETAILS</b>	Name of Centre _____	Region _____	Water - inland / coastal _____
	Main Operating Site Address _____	Additional operating sites (not cruising or overseas)	
	_____	1 _____	(Yes/No)
	_____	2 _____	(Yes/No)
	Post Code _____ Country _____	3 _____	(Yes/No)
	Correspondence and Invoicing Address (if different) _____		
	_____ Centre Tel _____	Centre Email _____	
Principal _____	Principal's Tel _____	Principal's Email _____	

<b>DINGHY/MULTIHULL KEELBOAT</b>	Chief instructor (detail qualifications overleaf) _____
	Class of boat _____ Qty _____ Class of boat _____ Qty _____
	_____
	_____
	_____

<b>WINDSURFING</b>	Chief instructor (detail qualifications overleaf) _____
	Board type _____ Age _____ Qty _____ Rig type _____ Age _____ Qty _____
	_____
	_____
	_____

<b>POWERBOAT/PW/ SAFETY FLEET</b>	Chief instructor (detail qualifications overleaf) _____
	Boat/PW make and model _____ Qty _____ LOA _____ Engine make & HP _____ Commercial cert details (if applicable) e.g. category, expiry date, cert authority _____
	_____
	_____
	_____

<b>MOTOR AND SAIL CRUISING</b>	Chief instructor (detail qualifications overleaf) _____
	Name of Vessel _____ Make, Model & Length _____ Commercial cert details (if applicable) e.g. category, expiry date, cert authority _____
	_____
	_____
	_____

<b>INLAND WATERWAYS</b>	Chief instructor (detail qualifications overleaf) _____
	Name of Vessel _____ Licensing authority _____ Boat Safety certificate _____ Expiry date _____
	_____
	_____
	_____

Database updated  
RDO checked  
CI checked  
Staff checked  
Inspector paid £  
For office use only



**SAFETY:**

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 duties?	Yes/No
1.1.1.5	Are the operating areas listed on the form, appropriate and free from unacceptable hazards?	Yes/No
App 3 & 4	Is there a safety briefing checklist including procedures for emergency and abandonment and are the students made suitably aware of this before going afloat?	Yes/No
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? (Not Cruising)	Yes/No/NA
2.4.3.5	Are kill cords fitted in all safety /planning craft, fully functional and used at all times when under way? (Not Cruising)	Yes/No/NA
2.8.4	Are radios used in the centre and are they fully functioning and used appropriately?	Yes/No
2.4.3.6	Are suitable first aid kits available and their locations clearly indicated?	Yes/No
2.3.14		
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 times? (Not Cruising)	Yes/No/NA

**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 centre's course programmes fully cover each syllabus and meet the minimum instructional time?	Yes/No
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

**ADMINISTRATION**

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 management system?	Yes/No
1.1.8	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		
1.1.6	Does the centre have a supply and record of certificates issued?	Yes/No
2.1	Is there a contract for the use of vessel/equipment?	Yes/No/NA

**EQUIPMENT AND FACILITIES****CLOTHING EQUIPMENT**

2.2	Are sufficient buoyancy aids/lifejackets in appropriate sizes available?	Yes/No
2.2.1	Are all buoyancy aids in good condition and EN/ISO compliant? (not Cruising)	Yes/No/NA
2.2.3	If wetsuits and/or waterproofs are provided, are they in good condition, available in a range of sizes (including children's) and suitable for the expected conditions?	Yes/No/NA

**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

