



# 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

## CENTRE DETAILS

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 _____

## DINGHY/MULTIHULL KEELBOAT

Chief instructor (detail qualifications overleaf) _____			
Class of boat	Qty	Class of boat	Qty
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## WINDSURFING

Chief instructor (detail qualifications overleaf) _____					
Board type	Age	Qty	Rig type	Age	Qty
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## POWERBOAT/PW/ SAFETY FLEET

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	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

## MOTOR AND SAIL CRUISING

Chief instructor (detail qualifications overleaf) _____		
Name of Vessel	Make, Model & Length	Commercial cert details (if applicable) e.g. category, expiry date, cert authority
_____	_____	_____
_____	_____	_____
_____	_____	_____

## INLAND WATERWAYS

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 that students are made aware of prior to going afloat appropriate to the activity being delivered, such as procedures for emergency and abandonment?	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		
2.4.3.6	Are radios used in the centre and are they fully functioning and used appropriately?	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 &		
1.1.4	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	Does the centre have safeguarding policies and procedures?	Yes/No/NA
1.1.5	If yes to the above, do the procedures include taking references for staff working with children and vulnerable adults?	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

