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

ITEMS REQUIRING
ATTENTION SHOULD
BE LISTED ON AN
ACTION PLAN

Database updated

RDO checked

CI checked

Staff checked

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

Name of Centre Water - inland / coastal Region **CENTRE DETAILS** Main Operating Site Address Additional operating sites (not cruising or overseas) (Inspected Yes/No) 2 (Inspected Yes/No) Post Code 3 (Inspected Yes/No) Country 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 Chief instructor (detail qualifications overleaf) WINDSURFING Board type Qty Rig type Qty Age Age Chief instructor (detail qualifications overleaf) POWERBOAT/PW/ SAFETY FLEET Commercial cert details (if applicable)—e.g. category, expiry date, cert authority Boat/PW make and model Qty LOA Engine make & HP Chief instructor (detail qualifications overleaf) MOTOR AND SAIL CRUISING Commercial cert details (if applicable) e.g. category, expiry Name of Vessel Make, Model & Length

**Boat Safety certificate** 

INLAND WATERWAYS

Name of Vessel

Chief instructor (detail qualifications overleaf)

Licensing authority

Inspector paid £

Full name (block capitals)	RYA Membership Number	D of B Postcode	Windsurfing Instructor Qualification	Powerboat/PW/ IW Qualification	NSS Instructor Qualification	Cruising Instructor Coastal Qualification or Inlan	Coastal or Inland	First Aid expiry date	Coastal First Aid Endorsement Cert seen or Inland expiry date seen & valid? & valid?	Instructor Cert seen & valid?	Medical expiry date
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI,IWHI,	DAI, DI, KI, MI, Adv I DSI RI,						
NSS Chief Instructor			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			WAPI WORL ITAILIEF, WRI, RULZ	P.W.I, Irainer, IWHI		YMCIP, YMIP					
Powerboat Chief Instructor			WAI, WSI, WINT, WILL, WADI, WAPI, WSRI, Trainer, WRI, RCL2	PWI, Trainer , IWHT		YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI,	2, S, PAI, PBI ,IWHI,		YMCIS, YMIS					
PW Chief Instructor			WAPI, WSKI, ITAINEY, WKI, KCLZ WAI WSI WINPI WIPI WANI	2 S PAI PBI IWHI	DAI DI KI MI Adv. I DSI RI	YMCIS YMIS					
Motor Cuising Chief Instructor	ng or		WAPI, WSRI, Trainer, T15 R, T15 W			YMCIP, YMIP					
Sail Cuising	6.		WAI, WSI, WINPI, WIPI, WADI,	2, S, P		YMCIS, YMIS					
Chief Instruct	or and a		WAPI, WSKI, ITAINET, WKI, KCLZ WAI WSI WINPI WIPI WADI	2 S PAI PBI IMEN	CA, RCLZ, RCL3, YMI, KSI DAI DI KI MI Adv I DSI RI	YMCIS, YMIS					
Inland Waterways Chief Instructor	or Or		WAPI, WSRI, Trainer, TWRI, RCL2	PWI, Trainer , IWHT	CA, RCL2, RCL3, YMI, KSI	YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI,, WAPI WSBI Trainer WBI BCI 2	2, S, PAI, PBI , IWHI, PWI Trainer IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA RCI 2 RCI 3 YMI KSI	YMCIS, YMIS					
			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, WSKI, ITAITIEF, WKI, KULZ	PWI, Irainer , IWHI		YMCIP, YMIIP					
			WAI, WSI, WINPI, WIPI, WAUI, WAPI WSBI Trainer WBI BCI 2	Z, S, PAI, PBI,, IWHI, PWI Trainer IWHT	CA RCI 2 RCI 3 YMI KSI	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,	DAI, DI, KI, MI, Adv I, DSI, RI,	YMCIS, YMIS					
			WAPI, WSKI, Irainer, WKI, KCLZ	2 C DAI DDI IMHI	CA, RCLZ, RCL3, YMI, KSI	VMCIP, YMIP					
			WAI, WSI, WINT, WIT, WADI, WAPI, WAPI, WSRI, Trainer, WRI, RCL2	PWI, Trainer ,IWHT		YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI ,IWHI, PWI, Trainer ,IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
Windsurfing	-		Power	Powerboat/PW		-	Dinghy	//Keelbo	Dinghy/Keelboat sailing		
WAI		nstructor	2	Powerb	Powerboat Level 2		DAI		Dinghy Assistant Instructor	istant Ins	tructor
WSI	Windsurfing Start Instructor	actor Non Plani	S	Safety E	Safety Boat Cert or equivalent	ż	<u> </u>		Dinghy Instructor	ructor	
	Windsuffing Instructor Noil Flaiming Instructor Windsuffing Instructor Planing Instructor	Nort Flatti Planing In		Powerb	Advanced Fowerboat Instructor	<b>5</b>	Z	<b>S</b> 2	Keelboat Instructor	Structor	
WADI	Windsurfing Advanced Instructor	Instructor		Persona	Personal Watercraft Instructor		Adv	≥	Multinuii iiistructor Advanced Instructor	nstructor	
WAPI	Windsurfing Advanced Plus Instructor	Plus Instr	ructor Trainer		Powerboat Trainer		DSI	. 🚨	Dinghy Senior Instructor	ior Instruc	ctor
WSRI	Windsurfing Senior Instructor	tructor	YMCIS	S	Yachtmaster Cruising Instructor Sail	Sail	- G	Щ	Racing Instructor	ructor	
WRI	willidsurillig Irallier Racing Instructor (Windsurfing)	dsurfina)	SIMA		Yachtmaster Instructor Sail Vachtmaster Cruising Instructor	Power	ROI V	J _	Coach Assessor Level 2 Bace Coach	ssor e Coach	
RCL2	Level 2 Race Coach (Windsurfing)	/indsurfin			Yachtmaster Instructor Power	j :	RCL3		Level 3 Race Coach	e Coach	
Denoi	Denotes minimum required Chief Instructor	quired Ch		Inland Waterways			<u>₩</u> ₩	≻ x	Yachtmaster Instructor Keelboat Senior Instructor	r Instruct	or
	Icauon						5		15000	5	5

SAFETY: Notes

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 Yes/No		
1.1.1	Does the centre have a health and safety policy which is understood and applied by all staff?  Does the centre have an emergency action plan and do all staff know how to implement it?			
1.1.1.4 1.1.1.6	Do the operational procedures include activities that take place outside of normal sailing areas?			
1.1.1.0	Is there a suitable system of training and/or briefing to ensure all staff are able to safely execute their			
1.1.2	duties?	Yes/No		
1.1.1.5	Are the operating areas listed on the form, appropriate and free from unacceptable hazards?			
App 3 &	Is there a safety briefing checklist that students are made aware of prior to going afloat appropriate to	Yes/No		
4	the activity being delivered, such as procedures for emergency and abandonment?			
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 Yes/No/NA		
2.4.3.1-3	(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)			
2.4.3.6 2.3.14	Are radios used in the centre and are they fully functioning and used appropriately?			
2.4.3.7	Are suitable first aid kits available and their locations clearly indicated?			
App 11 2.4.3.3	Does the waterfront have access to a telephone? (Not Cruising)			
2.4.2.8		Yes/No/NA		
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	Done the Driver and Ohiof heatmenter assertion at an deadle of heiting	N/ (N)		
1.1.4	Does the Principal/Chief Instructor monitor standards of tuition?	Yes/No Yes/No		
	(i) Was on water tuition observed? (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 cullabus and most the minimum instructional	Yes/No		
1.1.4	Do the centre's course programmes fully cover each syllabus and meet the minimum instructional time?	165/110		
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 2.3.14	Are students met on arrival?  Are appropriate publications, including logbooks and course notes, available to students?	Yes/No Yes/No		
2.0.14	The appropriate publications, including logbooks and course notes, available to students:	103/140		
ADMINIST				
1.1.3	Does the centre record medical details, declaration of fitness and next of kin for clients?	Yes/No		
1.1.2 1.1.5	Does the centre have a record of the qualifications of all staff?  Does the centre have safeguarding policies and procedures?	Yes/No Yes/No		
1.1.5	Are references and safeguarding training checked for staff working with children and vulnerable adults?	Yes/No/NA		
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 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 Yes/No/NA		
2.1	to there a contract for the acc of vecochequipment:	I CO/INO/INA		
EQUIPME	NT AND FACILITIES			
2.2	CLOTHING EQUIPMENT  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 2.4.7.5	Does the centre have a system for the safe storage and handling of fuel?  Is the workshop area reasonably tidy without unnecessary hazards?	Yes/No/NA Yes/No/NA		
2.4.7.5	Has the centre taken steps to ensure that workshop materials e.g. chemicals are stored safely?	Yes/No/NA Yes/No/NA		
	The state of the s			

	RYA OFFICE USE	ONLY: (Inspectors should re-	cord any actions re	quired on the Action Plan)			
CENTRE PRINCIPAL	<ol> <li>A valid insurance parising from its RYA</li> <li>Other insurance(s)</li> <li>Ownership or chartersponsibility for the</li> </ol>	A activities afloat and ashore and as appropriate to fulfil its legal obl ter agreements for each vessel/eq	Party liability cover of at igations.	least £2 million in respect of liabilities			
	Signature	Na	me	Date			
		tre is recognised to offer the follow (please circle courses below)	ving course(s), subject t	o compliance with the action plan and			
FOR INSPECTORS USE ONLY	DINGHY (NSS) Level KEELBOAT (NSS) Level MULTIHULL (NSS) Level	- 1 2 3 Sea Spin Race Day Perf - 1 2 3 Sea Spin Race Day Perf - 1 2 3 Sea Spin Race Day Perf	WINDSURFING WINDSURFING YOUTH WINDSURFING RACING	Level - Start INTNP INTP ADV ADVP Stage- 1 2 3 4 Start Int Adv			
SHC		- 1 2 3 4 Sea Spin Race Day Perf PWC Proficiency PW Safety	POWERBOAT	Level - 1 2 Safety Boat PTO Int Adv			
C70	SAIL CRUISING	SS1 SS2 SY CC WL DS CS	tidal or non-tidal tidal or non-tidal				
INSPE	MOTOR CRUISING INLAND WATERWAYS	SMC HC DS AP CS IWCC IWHC	tidal of hon-tidal				
FOR	The following site(s) have been inspected						
		I have inspected the centre and checked the items listed in this report form and the Principal/Chief Instructor understands					
		his/her responsibility to comply with the RYA Conditions of Recognition.					
	<b>Signed</b> Inspector's signature	Inspec	tor's name	Vendor No			
		ease print					

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

Date \_\_