



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 _____	(Inspected Yes/No)
	_____	2 _____	(Inspected Yes/No)
	Post Code _____ Country _____	3 _____	(Inspected 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

INSTRUCTIONAL STAFF Please make every effort to include either a membership number, postcode or date of birth to enable correct identification of the instructor by the RYA

Full name (block capitals)	RYA Membership Number	D of B Postcode	Windsurfing Instructor Qualification	Powerboat/PW/IW Qualification	NSS Instructor Qualification	Cruising Instructor Qualification	Coastal or Inland	First Aid expiry date	Commercial Endorsement seen & valid?	Instructor Cert seen & valid?	Medical expiry date
NSS Chief Instructor			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
Windsurfing Chief Instructor			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
Powerboat Chief Instructor			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
PW Chief Instructor			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
Motor Cruising Chief Instructor			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, T15 R, T15 W	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
Sail Cruising Chief Instructor			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
Inland Waterways Chief Instructor			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, TWRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI, IWHI, PMI, Trainer, IWHT	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI	YMCIS, YMIS YMCIP, YMIP					

Windsurfing		Powerboat/PW		Dinghy/Keelboat sailing	
WAI	Windsurfing Assistant Instructor	2	Powerboat Level 2	DAI	Dinghy Assistant Instructor
WSI	Windsurfing Start Instructor	S	Safety Boat Cert or equivalent	DI	Dinghy Instructor
WINPI	Windsurfing Instructor Non Planing Instructor	PAI	Advanced Powerboat Instructor	KI	Keelboat Instructor
WIPI	Windsurfing Instructor Planing Instructor	PBI	Powerboat Instructor	MI	Multihull Instructor
WADI	Windsurfing Advanced Instructor	PWI	Personal Watercraft Instructor	Adv I	Advanced Instructor
WAPI	Windsurfing Advanced Plus Instructor	Trainer	Powerboat Trainer	DSI	Dinghy Senior Instructor
WSRI	Windsurfing Senior Instructor	YMCIS	Yachtmaster Cruising Instructor Sail	R1	Racing Instructor
Trainer	Windsurfing Trainer	YMIS	Yachtmaster Instructor Sail	CA	Coach Assessor
WRI	Racing Instructor (Windsurfing)	YMCIP	Yachtmaster Cruising Instructor Power	RCL2	Level 2 Race Coach
RCL2	Level 2 Race Coach (Windsurfing)	YMIP	Yachtmaster Instructor Power	RCL3	Level 3 Race Coach
	<i>Denotes minimum required Chief Instructor Qualification</i>	Inland Waterways	Inland Waterways Heisman Instructor	YMI	Yachtmaster Instructor
	<i>Please continue on a separate sheet if necessary</i>	IWHI	Inland Waterways Heisman Trainer	KSI	Keelboat Senior Instructor

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
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 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

