

TITLE: LIFESAVING EQUIPMENT – EXTERNAL AUDIT	
Guideline Number: LE1561	Issue Date: 3 / October / 2007
Issue Status: 1.0	

PURPOSE:

To provide guidelines on conducting an external audit of lifesaving equipment.

Coast and beach environments are harsh on operational lifesaving equipment that needs to be ready for instant use.

SCOPE:

This Guideline applies to:

- Lifesavers, club captains and/or team leaders
- Lifeguards and lifeguard supervisors
- Coastal managers

This Guideline applies to volunteer lifesavers and employed lifeguards in both ocean and stillwater environments.

GUIDELINE DESCRIPTION:

1.0 General

An external audit of a lifesaving/lifeguarding service should be provided at the commencement of a season, or, if full time, at least twice per year.

2.0 External auditor

An external audit should be performed by someone who:

- has lifesaving/lifeguarding experience; and
- has auditing/assessor qualifications.

3.0 External audit

3.1 Audit process

The external audit should be systematically performed using recognised auditing techniques, including but not limited to:

- Advance notice of the audit
- Opening meeting
- Audit in the company of the lifeguard supervisor and a practising lifeguard
- Observations also noted; a sample form is included as Appendix 2.
- Closing meeting
- Copy of the audit result left with the lifeguard supervisor
- Any corrective actions duly noted with a suggested timeframe for rectification
- Lifesaving equipment checks should be conducted on all items of equipment to be used during the shift

3.2 A Lifesaving Equipment – Inspection and Check form, similar to that included as Appendix 1 should be completed each day and prior to commencement of each duty shift.

3.3 Audit outcomes

- a. Lifesaving equipment not found to pass the audit is not to be put into service, should be isolated from other equipment passed as fit for use, and marked accordingly to ensure it cannot be used.
- b. The equipment should be marked for repair.
- c. If the item of equipment is a mandatory item for the proper conduct of the shift:
 - the equipment should be repaired; or
 - a replacement item should be sourced.

4.0 Reporting forms

A lifesaving equipment audit form should be used. Appendix 2 has a sample form.

5.0 Audit follow-up

5.1 Any corrective action identified during the course of the audit should be followed up by the lifeguard supervisor.

5.2 The lifeguard supervisor is to notify the external auditor when the lifesaving equipment is ready for a follow-up audit.

5.3 The duration between the initial audit and a follow-up audit should be less than 30 days.

6.0 Auditor code of ethics

The auditor should operate to a code of ethics, a sample of which is as follows:

- The auditor shall act honestly and maintain integrity in all liaisons.
- The auditor shall maintain objectivity and independence during the conduct of the audit.
- The auditor shall declare any conflict of interest before conducting the audit. If issues of conflict cannot be resolved, the auditor shall excuse himself or herself from the audit.
- The auditor shall present himself or herself in a professional, tidy and courteous manner during all communications associated with the audit.
- The auditor shall identify his/her certification status as valid on request, and current before the commencement of an audit.
- The auditor shall respect and maintain confidentiality of all information gained during the audit.
- The auditor shall draw conclusions and recommendations based on objective evidence gained during the audit.
- The auditor shall seek to gain only financial remuneration to the agreed fee for services provided.
- The auditor shall hold the auditing profession in the highest regard and act to maintain a valuable reputation for the profession.

DEFINITIONS:

Audit means ‘a systematic examination of a set of procedures by qualified persons appointed for that purpose to ensure compliance with regulations, or recognised standards or guidelines’.

REFERENCES:

Aquatic Risk and Safety Auditing, Surf Life Saving Australia, October 2001.

Australian Coastal Public Safety Guidelines

- LE1560: Lifesaving equipment check and inspection

Guidelines for safe recreational water environments. Volume 1 – Coastal and fresh waters. World Health Organization, Geneva, 2003.

Surf Life Saving Australia, 2003. Surf lifesaving training manual, 32nd edition. Elsevier Australia Pty Ltd.

APPENDICES:

Appendix 1. Lifesaving Equipment – External Audit Form

Appendix 2. Lifesaving Equipment – External Audit Observations

APPENDIX 1 - Lifesaving Equipment – External Audit Form

Location: _____ Beach: _____

Time: _____

Date: / /

E = Excellent, S = Satisfactory, US = Unsatisfactory, N = Nil

PATROL EQUIPMENT	E	S	US	N	COMMENTS (note type and brand)
Communication Equipment					
Patrol flags/feathers					
Patrol flag stands					
Surf craft area signs and flags on poles					
Powercraft launch area signs and witches hats					
Swimming prohibited sign on pole with red flag					
Hazard signs					
- Bluebottle					
- High Surf					
- Marine Stingers					
- Sharks					
- Strong Current					
- Other					
Beach information board (spike)					
Beach information board (sandwich)					
SLSA signal flags on poles					
Red flag					
Yellow flag					
Shark flag					
Whistles					
Loud Hailer / PA					
Hand held radio					
Mobile Phone or Landline					
Emergency Alarm/Siren					
Medical Equipment					
First Aid Kit (fully equipped)					
Oxygen Resuscitator: checked & chalked					
SLSA approved Spinal Board					
SLSA approved Spinal Collar (stiff necks)					
Sharps Container					
Personal Patrol Pack (fully equipped)					
Defibrillator					
Ice Packs					
Vinegar (North of Bustard Heads)					
Blanket					
Rescue Equipment					
Rescue tube					
Rescue board					
Rescue Water Craft (where applicable)					
4WD or ATV (where applicable)					
Flippers (matching or non-matching)					

E = Excellent, S = Satisfactory, US = Unsatisfactory, N = Nil

PATROL EQUIPMENT	E	S	US	N	COMMENTS (note type and brand)
General Equipment					
Patrol Arena/Shade					
Permanent &/or portable Observation tower/hut with shade					
Binoculars					
Board holder					
Stinger suit, booties and gloves					
Chironex box jellyfish and Irukandji drag nets (North of Bustard Heads)					
Reporting Logs					
Daily Report Log					
Marine Incident Report Forms					
Incident Report Log					
Marine Stinger Netting Form					
Marine Stinger Monthly Report Form					
Lifeguard Operations Manual					
AUDITORS NAME:					Signature:
Follow Up Audit to be held: / / , at am/pm by:					

APPENDIX 2 - Lifesaving Equipment – External Audit Observations

Location: _____ Beach: _____

Time: _____ Date: / /

PATROL EQUIPMENT	OBSERVATIONS
Communication Equipment	
Medical Equipment	
Rescue Equipment	
General Equipment	
Reporting Logs	
General Equipment	
Reporting Logs	
General Observations	
LIFEGUARD'S NAME:	Signature:
AUDITOR'S NAME:	Signature: