



# Centre Inspection Report

Centres should complete all relevant shaded sections prior to inspection

ITEMS REQUIRING ATTENTION SHOULD BE LISTED ON THE SUMMARY ACTION PLAN

CENTRE DETAILS

Name of Centre _____	Region _____	Water - inland / coastal _____
Main Operating Site Address _____	Additional operating sites _____	(Existing RTC) _____
_____	1 _____	(Yes/No) _____
_____	2 _____	(Yes/No) _____
Post Code _____ Country _____	3 _____	(Yes/No) _____
Correspondence Address (if different) _____	Centre Tel _____	Centre Email _____
Principal _____	Principal's Tel _____	Principal's Email _____

DINGHY/MULTIHULL KEELBOAT

Chief instructor (with qualifications and expiry date) _____			
Class _____	Qty _____	Class _____	Qty _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WINDSURFING

Chief instructor (with qualifications and expiry date) _____					
Board type _____	Age _____	Qty _____	Rig type _____	Age _____	Qty _____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

POWERBOAT/PW/ SAFETY FLEET

Chief instructor* (with qualifications and expiry date) _____					
Boat/PW make and model _____	Qty _____	LOA _____	Engine make _____	HP _____	_____
_____	_____	_____	_____	_____	2 stroke/4 stroke/diesel
_____	_____	_____	_____	_____	2 stroke/4 stroke/diesel
_____	_____	_____	_____	_____	2 stroke/4 stroke/diesel
_____	_____	_____	_____	_____	2 stroke/4 stroke/diesel

\*Chief Instructor is only required for PB/PW recognition

CENTRE PRINCIPAL

I certify that this RTC holds (and will continue to maintain in full force and effect)

- 1) a valid insurance policy (or policies) providing Third Party liability cover of at least £2 million in respect of liabilities arising from its RYA activities afloat and ashore and
- 2) other insurance(s) as appropriate to fulfil its legal obligations.

I understand my responsibility as Principal/ Chief Instructor, to comply with the RYA Conditions of Recognition.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

FOR INSPECTORS USE ONLY

I recommend the centre is recognised to offer the following course(s), subject to compliance with the action plan and approval by the RYA (please circle courses below)

**DINGHY (NSS)** Level - 1 2 Sea Spin Race Day Perf      **WINDSURFING** Level - Start INTNP INTP ADV ADVP

**KEELBOAT (NSS)** Level - 1 2 Sea Spin Race Day Perf      **WINDSURFING YOUTH** Level 1 2 3 T15 **Racing** - Start Int Adv

**MULTIHULL (NSS)** Level- 1 2 Sea Spin Race Day Perf      **POWERBOAT** Level - 1 2 Intermediate Advanced Safety Boat

**DINGHY (YSS)** Stage - 1 2 3 4      **PERSONAL WATERCRAFT** PWC Proficiency

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.

Signed  
Inspector's signature \_\_\_\_\_ Inspector's name \_\_\_\_\_ Date \_\_\_\_\_

please print

Database updated

Report checked

Staff checked

Inspector paid £

For office use only



## Safety

A	Does the centre have an operational procedures document?	Yes/No
B	Does the centre have a health and safety document?	Yes/No
C	Does the centre have an emergency action plan and do all staff know how to implement it?	Yes/No
D	Do the operational procedures include activities that take place outside of normal sailing areas?	Yes/No
E	Have all staff been trained to work safely in the centre and do they fully understand the operational procedures?	Yes/No
F	Are the operating areas listed on the form, appropriate and free from unacceptable hazards?	Yes/No
G	Are clients suitably briefed before going afloat?	Yes/No
H	Are launching and landing areas suitable and appropriately operated?	Yes/No
I	Is there a system for monitoring the number of craft/users on the water?	Yes/No
J	Does the centre have a system for the repair and maintenance of boats and equipment?	Yes/No
K	If the centre offers courses for disabled students, is it suitably equipped?	NA/Yes/No
L	Are there sufficient suitable safety craft available and ready for use whenever users are on the water?	Yes/No
M	Are kill cords fitted in all safety craft, fully functional and used at all times when under way?	Yes/No
N	Are radios used in the centre and are they fully functioning and used appropriately?	Yes/No
O	Are suitable first aid kits available and their locations clearly indicated?	NA/Yes/No
P	Does the waterfront have access to a telephone?	Yes/No
Q	OVERSEAS Are all activities, such as recreational sessions, supervised by an appropriately qualified person at all times?	NA/Yes/No

## Tuition

A	Does the Principal/Chief Instructor monitor standards of tuition?	Yes/No
B	(i) Was on water tuition observed?	Yes/No
	(ii) Was the standard of tuition satisfactory?	Yes/No
C	Are there suitably qualified staff to instruct on all of the centre's craft?	Yes/No
D	Are all teaching sessions offered by the centre supervised by an appropriately qualified instructor?	Yes/No
E	Are appropriate student:instructor ratios maintained for all disciplines?	Yes/No
F	Do the centre's course programmes fully cover each national syllabus?	Yes/No
G	Are appropriate RYA publications and visual aids stocked?	Yes/No
H	Are there adequate dry teaching areas available?	Yes/No

## Safety Fleet

A	Are kill cords fitted and working in all safety craft?	Yes/No
B	Are all safety craft appropriate for the operating areas and the equipment available at the centre?	Yes/No
C	Are all safety craft equipped to local regulations and RYA recommendations? Checklist in guidance notes	Yes/No
D	Are all safety craft maintained and functioning in a safe operational condition? Checklist in guidance notes	Yes/No

## Dinghy/Keelboat Sailing

A	Are there suitable boats in sufficient numbers available for the levels of recognition being requested?	Yes/No
B	Are all boats and their equipment in good condition? Checklist in guidance notes	Yes/No
C	Are boats stored safely and conveniently for use by students and, if used, are launching trolleys serviceable?	Yes/No
D	Are there adequate basic simulators in good condition?	Yes/No
E	Do centres offering tuition in trapeze work have a range of harnesses in suitable sizes?	Yes/No
F	Can keelboats be recovered from swamping? If not is there a system for recovery?	NA/Yes/No
G	Has the centre assessed the risk of entrapment under an inverted boat?	Yes/No
H	Does the centre use masthead flotation?	Yes/No
	If so, are inversion capsizes included in course programmes?	Yes/No
I	Are boats used for spinnaker courses suitably equipped?	Yes/No

## Windsurfing

A	Are there suitable boards in sufficient numbers available for the levels of activity offered?	Yes/No
B	Are all boards in good, serviceable condition? Checklist in guidance notes	Yes/No
C	Are all rigs in good, serviceable condition? Checklist in guidance notes	Yes/No
D	Are all rig to board attachment systems easily operated and in good condition?	Yes/No
E	Are suitable boards, rigs and rigging sticks available for junior courses?	Yes/No
F	Are boards and rigs stored safely and conveniently for use by students?	Yes/No
G	Are there adequate basic simulators in good condition?	Yes/No
H	Is a simulator available for teaching the coaching formula, harness and footstrap work?	Yes/No
I	If the centre offers tuition in harness work are there a range of harnesses in suitable sizes?	NA/Yes/No
J	If there is a T15 club, is it run according to guidelines? Checklist in Guidance Notes.	NA/Yes/No

## Notes

