



Overseas 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 _____ Water – inland or coastal (delete as appropriate)

Main operating base _____ Additional operating sites _____ RTC _____
 _____ Yes/No
 _____ Yes/No

Country _____ Centre Email _____

Centre Tel _____ Principal _____

Principal's Tel _____ Principal's email _____

DINGHY/KEELBOAT RECOGNITION

Chief instructor – dinghy (with qualifications) _____

Advanced instructor (if appropriate) _____

Keelboat instructor (with qualifications) _____

Multihull instructor (with qualifications) _____

Class	Qty	Class	Qty

WINDSURFING RECOGNITION

Chief instructor – windsurfing (with qualifications) _____

Board type	Age	Qty	Rig type	Age	Qty

POWERBOAT/PW RECOGNITION

Chief instructor – powerboat (with qualifications) _____

Boat/PW type – state planing or displacement	Qty	LOA	Engine type & HP

SAFETY FLEET

Boat/PW type – state planing or displacement	Qty	LOA	Engine type & HP

INSURANCE

I certify that this RTC holds (and will contain 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.

Principal's signature _____ Name _____ Date _____

During the inspection the centre was equipped and staffed to offer the following course (please circle):

- DINGHY (NSS)** Level - 1 2 Sea Spin Race Day Perf **DINGHY (YSS)** Stage - 1 2 3 4
- MULTIHULL (NSS)** Level - 1 2 Sea Spin Race Day Perf **POWERBOAT** Level - 1 2 Safety Boat Intermediate Advanced
- KEELBOAT (NSS)** Level - 1 2 Sea Spin Race Day Perf **PERSONAL WATERCRAFT** - PW Proficiency
- WINDSURFING** Level - Start INTNP INTP ADV ADVP **WINDSURFING YOUTH** - 1 2 3 T15 Racing Red / White

I have inspected the centre and checked the items listed in this report form.

The Principal/Chief Instructor understands his/her responsibility for Duty of Care.

Inspector's signature _____ Inspector's name _____ Date _____

Principal's signature _____ Date _____

Tick if action plan has been set

Database updated

Report checked

Staff checked

Inspector paid £

For office use only

OPERATIONS

Safety

		Notes
A	Does the centre have a health and safety policy document?	Yes/No
B	Does the centre have an operational procedures 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 all activities supervised by an appropriately qualified person at all times?	Yes/No
G	Are the designated operating areas free from unacceptable hazards ?	Yes/No
H	Are clients suitably briefed before going afloat?	Yes/No
I	Are launching and landing areas suitable and appropriately operated?	Yes/No
J	Is there a system for monitoring the number of craft/users on the water?	Yes/No
K	Are there sufficient suitable safety craft available and ready for use whenever users are on the water?	Yes/No
L	Are kill cords fitted in all safety craft, fully functional and used at all times when under way?	Yes/No
M	Are radios used in the centre and are they fully functioning and used appropriately?	Yes/No
N	Are suitable first aid kits available and their locations clearly indicated?	Yes/No
O	Does the waterfront have access to a telephone?	Yes/No

Tuition

A	Does the Principal/Chief Instructor monitor standards of tuition?	Yes/No
B	Is the standard of tuition satisfactory?	Yes/No
C	Are all teaching sessions offered by the centre supervised by an appropriately qualified instructor?	Yes/No
D	Are there suitably qualified staff to instruct on all of the centre's craft?	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 activity offered?	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? Including launching trolleys in guidance notes	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?	Yes/No
G	Does the centre have a system for the repair and maintenance of sailing equipment?	Yes/No
H	Has the centre assessed the risk of entrapment under an inverted boat?	Yes/No
I	Does the centre use masthead flotation? If so, are inversion capsizes included in course programmes?	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	Do centres offering tuition in harness work have a range of harnesses in suitable sizes?	Yes/No
J	Does the centre have a system for the repair and maintenance of windsurfing equipment?	Yes/No

Powerboat/PW

A	Are boats/PWs suitable for the courses on offer?	Yes/No
B	Are powerboats suitably equipped for the courses on offer?	Yes/No
C	Are all powerboats equipped to local regulations and RYA recommendations? Checklist in guidance notes	Yes/No
D	Are all powerboats maintained and functioning in a safe operational condition? Checklist in guidance notes	Yes/No
E	Are kill-cords fitted, fully functional and used at all times?	Yes/No
F	Are sufficient dinghies and windsurfers available for use on safety boat courses?	Yes/No
G	Are launching trolleys serviceable?	Yes/No
H	If the centre offers tuition to 8 – 11 year olds, are there two effective kill cords?	Yes/No
I	Are Level 150 lifejackets with lights available?	Yes/No
J	Is a functioning GPS available for tuition on courses beyond Level 2?	Yes/No
K	Is a functioning depth sounder available for intermediate and advanced courses?	Yes/No

ADMINISTRATION

A	Has the Principal signed the insurance declaration on the inspection report form?	Yes/No
B	Does the centre record medical details and next of kin for clients?	Yes/No
C	Does the centre have a record of the qualifications of all staff?	Yes/No
D	Does the centre have a child protection policy and procedures?	Yes/No
E	Are references taken for staff working with children?	Yes/No
F	Does the centre use an accident book?	Yes/No
G	Does the centre have an incident or near miss record?	Yes/No
H	Is there a system for ensuring all staff have read and understood the operational procedures?	Yes/No
I	Is there a system for reviewing customer feedback?	Yes/No
J	Are the representations in brochures and adverts accurate?	Yes/No
K	Are there adequate records of powerboat certificates issued?	Yes/No

EQUIPMENT AND FACILITIES**Clothing and Equipment**

A	Are sufficient buoyancy aids/lifejackets in a variety of adult and junior sizes available?	Yes/No
B	Are all buoyancy aids in good condition and compliant to EN/ISO standards?	Yes/No
C	Are wetsuits and waterproofs required and if so are they in good condition available in a range of sizes and suitable for the expected conditions?	Yes/No

Facilities/Storage Areas

A	Do the clients have easy access to toilets, changing facilities and hot showers?	Yes/No
B	Does the centre have a system for the safe storage and handling of fuel?	Yes/No
C	Is the workshop area reasonably tidy without unnecessary hazards?	Yes/No
D	Has the centre taken steps to ensure that workshop materials e.g. chemicals are stored safely?	Yes/No