

## Preparing for an Equipment Audit

### Audit Progression

All equipment audits to Australian Sailing Special Regulations for racing follow the same progression:

- The Person-in-Charge (PiC) (a crew member is also recommended to attend) need to work through the relevant Regulations (not just the Audit form) and ensure they have all the required equipment, that it is in good and working condition and if necessary, has been serviced and / or is in date (in particular – Flares, Medical Items, Fire Extinguishers, Lifejackets, Life Rafts, EPIRBs are registered to the boat, PLBs to crew).
- The correct Audit Equipment Form needs to be completed in full (Items initialed by the PiC) and submitted with the Sailing Office in order to book an audit.

The Sailing Office will on submission of a completed audit form contact appropriate Equipment Auditors and schedule the inspection date and time. Please note that for Category 1-2 Audits a National Equipment Auditor (NEA) is required.

- Before the inspection, the PiC (and crew member, recommended) must layout all of the equipment from its normal storage position for ease of inspection, this includes medical items from their storage box(es).

Pass or fail, the Equipment Audit form is returned to the Sailing Office.

- Copies of completed (pass) forms can be provided for inclusion in other club's race entries but the original remains on file with the Sailing Office. A boat will not be allowed to compete until it has a valid audit form lodged with the Sailing Office.

### Person-in-Charge Responsibility

- The safety and equipment of a boat and her crew is the sole and, inescapable responsibility of the Person-in-Charge (RRS46), who shall do their best to ensure that the boat is fully found, thoroughly seaworthy and manned by experienced crew who have undergone appropriate training and, are physically fit to face bad weather.
- Neither the use and application of the Special Regulations, nor an audit, in any way diminishes the complete and unlimited responsibility of the Person-in-Charge.
- **It is the Person-in-Charge's responsibility to ensure that all crew know the location of equipment on the boat, and how to use or deploy the equipment, for example how to use flares, wear and use lifejackets, set storm sails, and know how to conduct man overboard (MoB) recoveries. Crew training is part of the process of achieving safe sailing.**
- All equipment for all crew necessary to comply with the Special Regulations category of event, as notified in the Notice of Race or Sailing Instructions, shall be maintained on the boat for the event at all times. Additional equipment may be specified by the Organising Authority for particular events. Some events require additional crew qualifications, for example, First Aid, Safety and Sea Survival Courses, and crew experience.

## Equipment Auditors

- Equipment Auditors are volunteers who freely give their time to assist owners and the organisers maintain an excellent safety record. Auditors may own their own boats and will have had many sea miles under their belts but are usually keen to get a few more, so their time is precious.
- All auditors are accredited by Australian Sailing and are appointed by the Club's Board. Only National Equipment Auditors (NEA) can undertake Australian Sailing Special Regulations 'Blue Book Category 1 and 2 audits. Where possible two auditors should conduct these more complex audits and one must be a National Equipment Auditor.

## Some Do's

- Recognise that an Auditor's time spent on your boat takes away from their own time.
- Plan and be prepared. At the end of the day we should all take the safety of ourselves and those we are responsible for seriously. Take time to do it properly.
- Work from the book, not the form. Only use the form as your final checklist.
- If in doubt – ask. Generally, auditors will be able to arrange a mutually convenient “pre audits” or answer specific questions. If it is your first time or you are stepping up to a higher category, help is available. The Sailing Office can put you in touch.
- Make sure your boat has all the equipment laid out before the Auditor arrives.
- Pay attention to detail, you will be asked what expires first in your medical kit so be ready. Note the expiry date of your flares and extinguishers as well.
- Keep a log / diary of things that need attention during the currency of your certificate.
- Remember that it is important that your crew knows where everything is and how to use it. This means you need to consider formal training and must undertake regular drills such as donning lifejacket's and “man overboard”.

## Some Dont's

- Don't be late for your inspection. Auditors take a dim view of having their time wasted!
- Don't just tick off items on your audit form without actually locating them on your boat.
- Don't leave your preparation and audit to the last minute. Servicing of Fire Extinguishers and lifejackets takes days, sometimes weeks, and your item may not pass requiring another trip to replace it where Murphy's law says it will be out of stock.