



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 |
| Correspondence Address (if different) | | (Yes/No) |
| | Centre Tel | Centre Email |
| Principal | Principal's Tel | Principal's Email |

DINGHY/MULTIHULL KEELBOAT

| Chief instructor (detail qualifications overleaf) | Qty | Class of boat | Qty |
|---|-----|---------------|-----|
| | | | |
| | | | |
| | | | |
| | | | |

WINDSURFING

| Chief instructor (detail qualifications overleaf) | Age | Qty | Rig type | Age | Qty |
|---|-----|-----|----------|-----|-----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

POWERBOAT/PW/ SAFETY FLEET

| Chief instructor* ((detail qualifications overleaf) | Qty | LOA | Engine make | HP |
|---|-----|-----|-------------|--------------------------|
| Boat/PW make and model | | | | |
| Planing/Disp | | | | 2 stroke/4 stroke/diesel |
| Planing/Disp | | | | 2 stroke/4 stroke/diesel |
| Planing/Disp | | | | 2 stroke/4 stroke/diesel |
| Planing/Disp | | | | 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 3 Sea Spin Race Day Perf | WINDSURFING | Level - Start INTNP INTP ADV ADVP |
| KEELBOAT (NSS) | Level - 1 2 3 Sea Spin Race Day Perf | WINDSURFING YOUTH | Level - 1 2 3 4 T15 |
| MULTIHULL (NSS) | Level - 1 2 3 Sea Spin Race Day Perf | WINDSURFING RACING | Start Int Adv |
| DINGHY (YSS) | Stage - 1 2 3 4 Sea Spin Race Day Perf | POWERBOAT | Level - 1 2 Int Adv Safety Boat |
| | | 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

RDO checked

CI 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 | Does the centre offer courses for disabled students? If yes, please complete additional accessibility question sheet | 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? (ii) Was the standard of tuition satisfactory? | Yes/No 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? If so, are inversion capsizes included in course programmes? | Yes/No 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

