Centre Inspections

Each year all ISA accredited Training Centres are inspected by an Inspector appointed by the Training Department. You will be contacted directly by your appointed Inspector to set up a mutual appointment.

6.1 Viewing and Printing your Centre Inspection Forms prior to an Inspection.

This section will guide you through viewing and printing your Centre Inspection Forms in preparation for this visit.

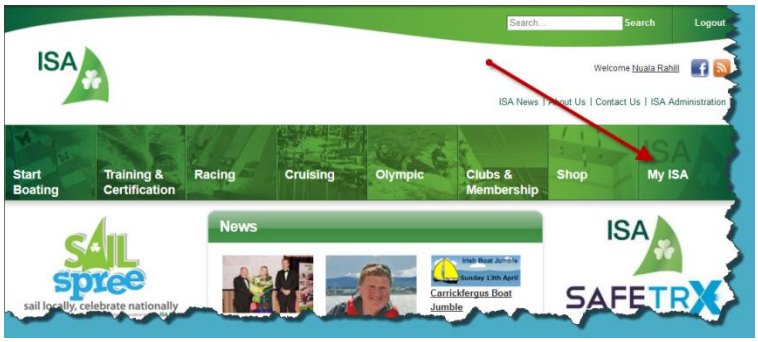
Step 1 – Login In To ISA Website

Go to homepage www.sailing.ie.

Login with your user name and password

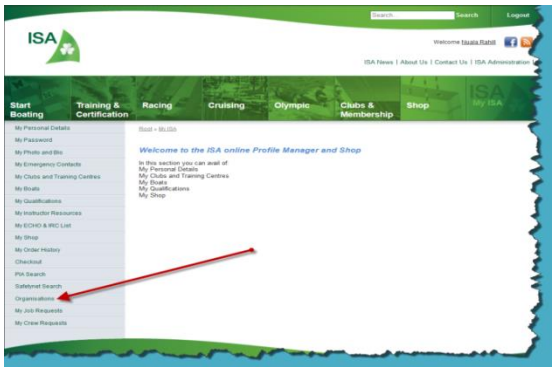
Step 2 – My ISA

Click on the My ISA icon at the top right of the page



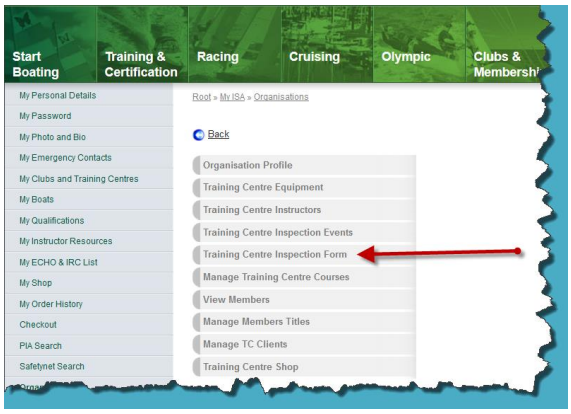
Step 3 - Organisations

Click on the organisations option at the bottom on the left hand pane.



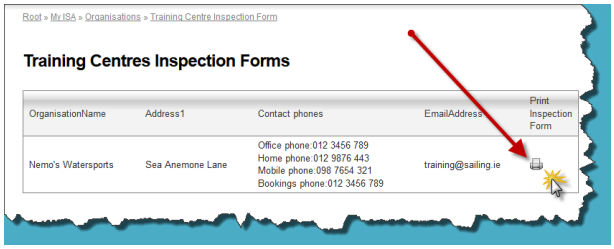
Step 4 – Training Centre Inspection Form

Click on Training Centre Inspection Form option from the list.



Step 5 – Training Centre Inspection Form

Click on the Print Inspection Form Icon.



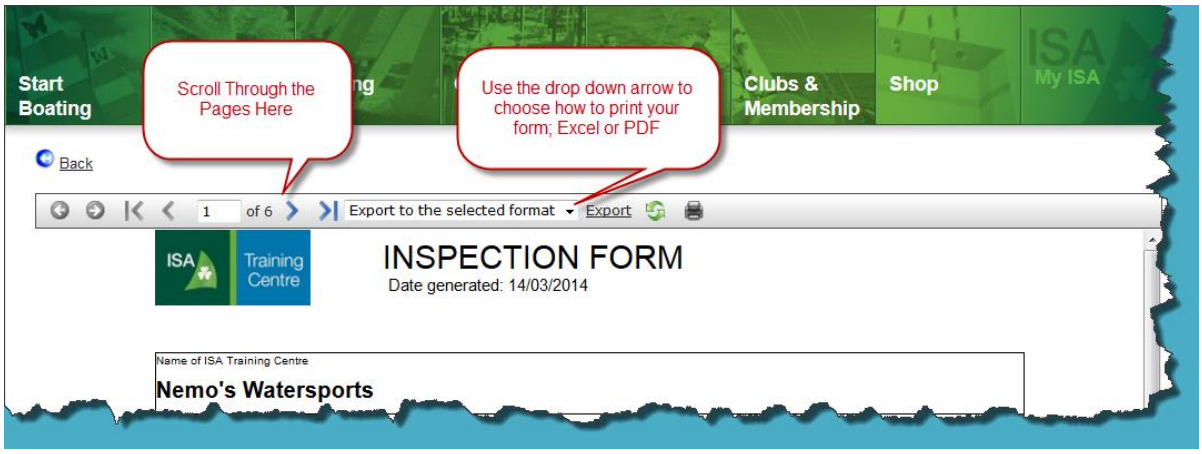
Step 6 – The Form

On your inspection form you can view:

- Your Centre's details;
- Your People (not Instructors);
- Your Instructors;
- The Courses and Schemes you are accredited to run;
- The Courses you have currently scheduled to run;
- Your Boats and Equipment; and
- A Summary of your Previous Centre Inspections.

You can scroll through the pages by clicking on the arrows at the top of the page.

You can also export the inspection form to excel or adobe to print.



Please check that all the information contained on the form is correct.

Step 9 – Logout

When you are finished printing please logout.

6.1 Viewing and Printing your Centre Inspection Forms after an Inspection.

Once your Centre Inspection has been completed, the Inspector will upload details from his report onto the ISA database and will return the forms to the ISA office for filing.

At any time you can view your Inspection Report summary online.

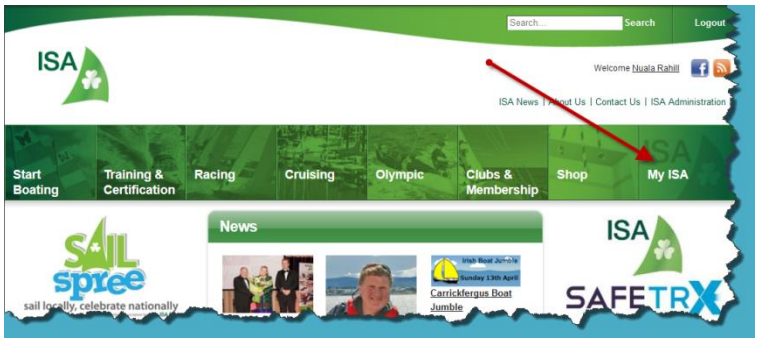
Step 1 – Login In To ISA Website

Go to homepage www.sailing.ie.

Login with your user name and password

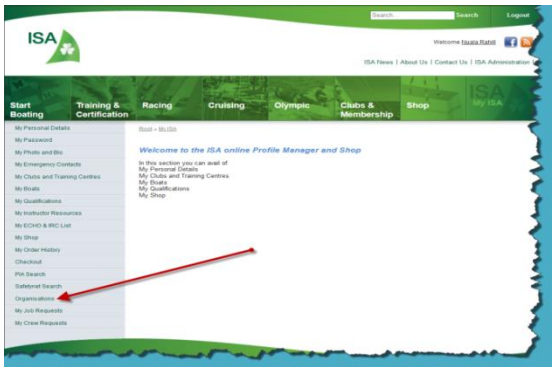
Step 2 – My ISA

Click on the My ISA icon at the top right of the page



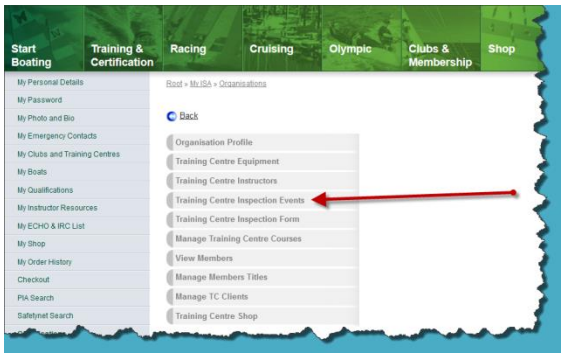
Step 3 - Organisations

Click on the organisations option at the bottom on the left hand pane.



Step 4 – Training Centre Inspection Form

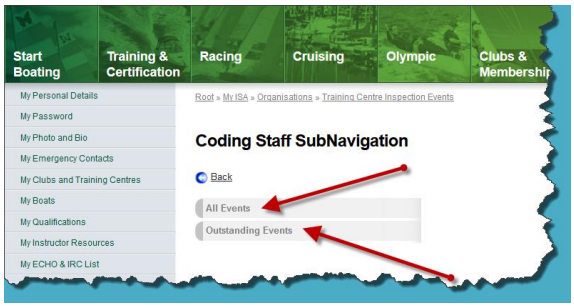
Click on Training Centre Inspection Events option from the list.



Step 5 – Training Centre Inspection Form – All/Outstanding

From this sub menu you can choose to click on

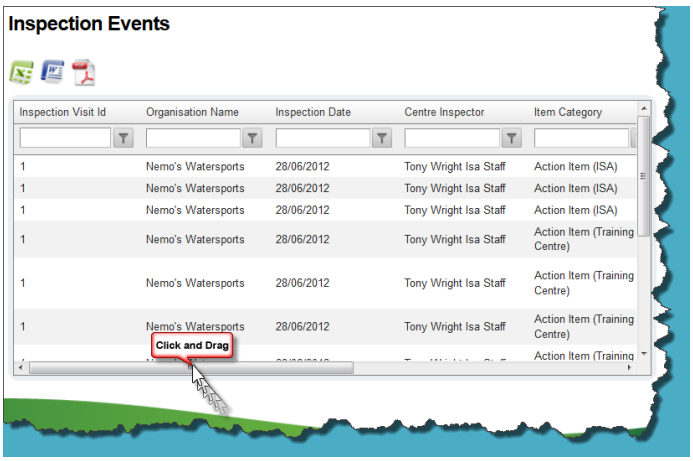
- All Events – this gives you a list of all previous Inspection events both outstanding and complete; or
- Outstanding Events – this list just shows the events that are due for completion.



Step 6 – All Inspection Events

This report shows all Inspection Events carried out over the years and includes:

- Inspection Visit Id
- Organisation Name
- Inspection Date
- Inspector's Name
- Item Category
  - Action Item (ISA)
  - Action Item (Training Centre)
  - Inspectors Summary
  - Recommendataion
- Item Text
- Date To Be Completed
- Completed Date



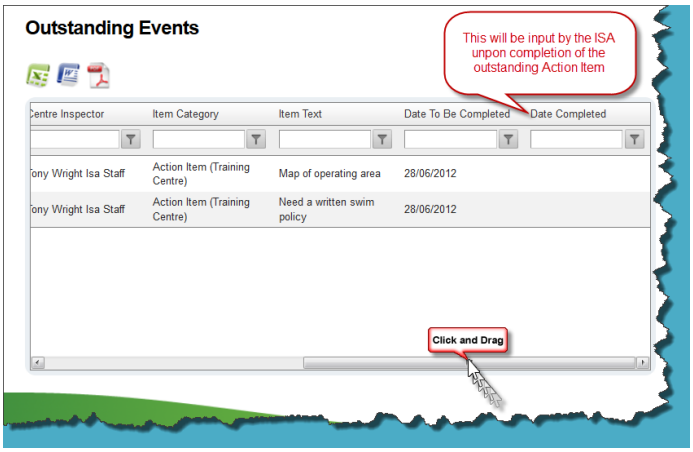
You can click and drag the bottom bar to scroll across the page.

This report can be exported to an Excel, Word or PDA document.

Step 7 – Outstanding Inspection Events

This report shows all outstanding Inspection Events that have yet to be completed and includes:

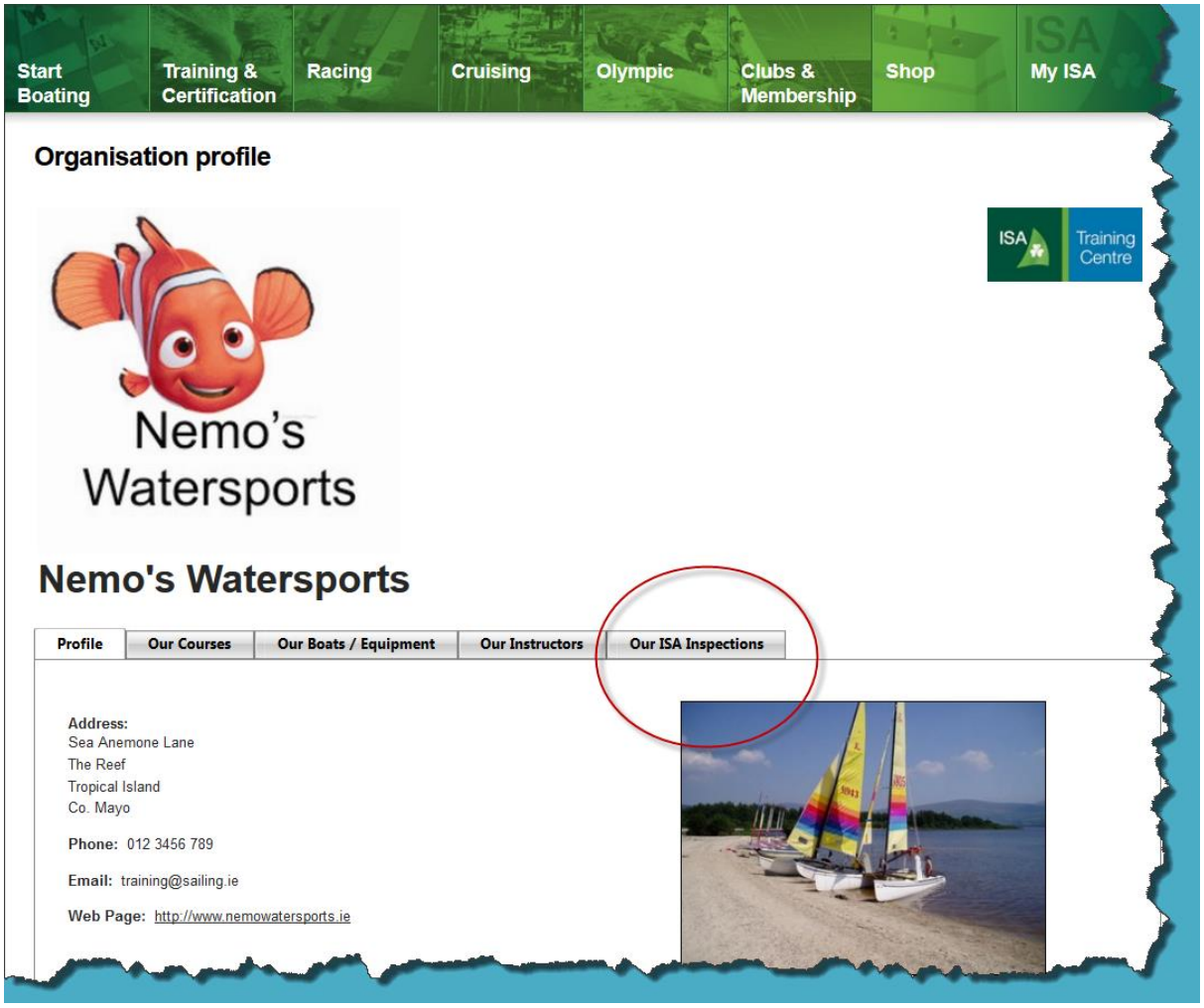
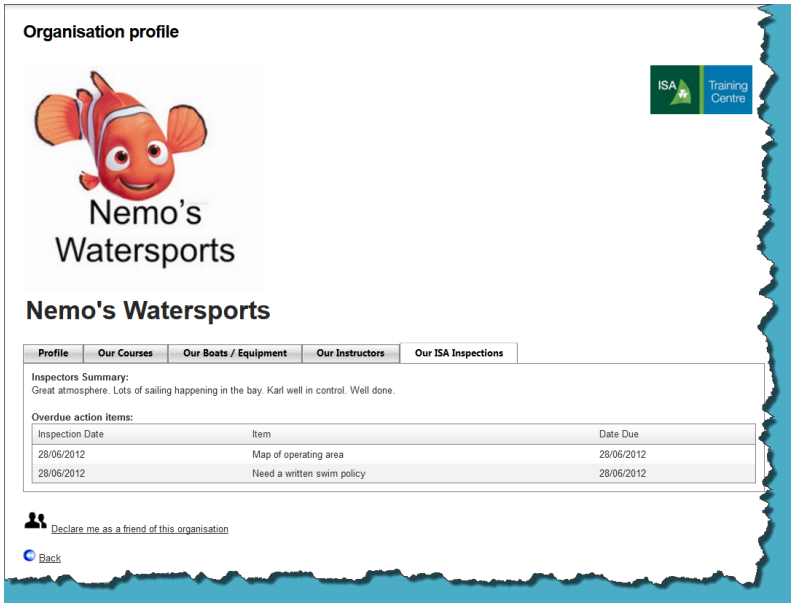
- Inspection Visit Id
- Organisation Name
- Inspection Date
- Inspector's Name
- Item Category
  - Action Item (ISA)
  - Action Item (Training Centre)
- Item Text
- Date To Be Completed



You can click and drag the bottom bar to scroll across the page.

This report can be exported to an Excel, Word or PDA document.

Once an Action Item has been completed by either the ISA or the Training Centre the ISA will input the completion date and the outstanding item will be removed from the list (but will remain on the Inspection Events Report).

Please Note:

A brief inspection summary and any outstanding Action Items that have gone beyond their due date can be viewed by the public on your online profile.