CENTRE INSPECTION CHECKLIST 2013	
Name of organisation	
Name of Inspector	Date of Inspection

What should you have available on the day of your Inspection?

People	The Centre Principal, Junior Organiser or Senior Instructor must be available.	
Documents	• Inspection Form printed from website • Risk Assessment covering all training activities and operating areas. • Standard Operating Procedures / Operations Manual for all activities. • Sample course programmes for all courses you are accredited to run. • Copies of all Emergency Care Certificates for all Instructors. • Insurance details	
Equipment / Boats	• All boats / boards should be available for the Inspector to see. • Any powerboats or cruising yachts not being used on sessions should be afloat, fully equipped & ready for use. • Windsurf rigs should all be fully rigged	

For more information see www.sailing.ie/Training/TrainingCentreInformation/TrainingCentreInspections

CHECKLIST

1	Centre Recognition (all centres)		Comments
1.1	Has the Centre identified • Centre Principal • Children's Officer • Designated Officer • Vetting Liaison Officer	 Yes / No Yes / No Yes / No Yes / No	
1.5	Training Centre Logo • Is the Logo being used? • Is the Logo being used according to ISA Guidelines? • Does the Centre have and use a Training Centre Flag.	 Yes / No Yes / No Yes / No	

2	Centre Operating Requirements (all centres)		
2.1	Administration 1. Are contact details printed on Inspection Report form correct? 2. Are operating areas correctly identified on Inspection form? 3. Are bookings forms used? Are they appropriate? 4. Are sample course programmes available for all courses? Are these appropriate? 5. Is there a system in place to record and track each participant's progress on the courses? 6. Are records of all ISA certificates issued available for inspection?	 Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
2.2	Insurance Have you seen evidence that the Centre holds; • Employers Liability Insurance • Third Party Liability Insurance (>= €1,300,000) • Third Party Marine Liability Insurance (>= €1,300,000)	 Yes / No Yes / No Yes / No	
2.3	Instructional Staff 1. Are all instructors working on ISA courses appropriately qualified? 2. Is their evidence that instructors are briefed on the Centre's Policies & procedures? 3. Are details of instructors, qualifications & first aid certificates available?	 Yes / No Yes / No Yes / No	

2.4	Policies & Procedures 1. Does the Centre have a safety statement? 2.1 Does the Centre have a record of a risk assessment having been conducted? 2.2 Is there evidence that the risk assessment is regularly reviewed? 3. Are there appropriate Standard Operating Procedures in place? 4. Is there an Emergency Action Plan in place? Are instructional staff aware of it? 5. Is there evidence of a planned maintenance programme for all boating and safety equipment? Are there appropriate procedures in place to identify equipment that is unfit for use? 6. Are there appropriate procedures in place for use when recruiting staff and volunteers? Is there evidence that these procedures are being used? 7.1 Does the Centre have a policy statement on working with children? 7.2 Are there policies & procedures in place to minimise risk to children? 7.3 Are there procedures in place to use in reporting actual or statutory child abuse? 8. Does Centre have a written policy on the participants swimming ability / water confidence? 9.1 Is there an appropriate system in place to record accidents & incidents? 10. Is there a system in place for reviewing customer feedback?	 Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
2.5	ISA Publications 1. Are ISA logbooks provided to all course participants? 2. Are ISA certificates available or is online certification used?	 Yes / No Yes / No	
2.6	ISA Recognition certificate Is the ISA Recognition Certificate displayed in a public place? Does the Centre have a Training Centre Flag & stickers? Are these on view?	 Yes / No Yes / No	
2.7	Advertising Is the advertising used by the centre accurate and appropriate?	 Yes / No	
2.8	Operating Areas 2. Are operating areas clearly identifiable to participants and instructors? 3. Are procedures in place to ensure that participants & instructors are aware of operating areas? 4. Is there access to a phone for use in emergencies?	 Yes / No Yes / No Yes / No	
2.9	Launch and Recovery Areas Are the launch and recovery areas appropriate for the courses being run?	 Yes / No	
2.10	Toilets, changing & shower facilities 1. Are there appropriate toilet facilities available to participants? 2. Are changing facilities appropriate? 3. Are shower facilities required? Are appropriate shower facilities available? 4. Are facilities hygienic, tidy & well maintained?	 Yes / No Yes / No Yes / No Yes / No Yes / No	
2.11	Shore based teaching facilities. Are adequate shorebased teaching facilities available for the courses being run?	 Yes / No	
2.12	Visual Aids Are appropriate Visual Aids available for the level and type of courses being run? Can any of these be used outside or while afloat?	 Yes / No Yes / No	
2.13	First Aid 1. Is there a suitably equipped Shore based First Aid kit available in a clearly marked accessible position? 2. Are there appropriately stocked First Aid kits in each safety boat? 3. Are there procedures in place to ensure that F/A kits are maintained? 4. Is there a list of qualified First Aiders posted?	 Yes / No Yes / No Yes / No Yes / No	

2.14	VHF Radios 1. Are VHF Radios required? If so; are they available & fit for use? 2. are VHF radios licensed and operators qualified?	 Yes / No Yes / No Yes / No	
2.15	Use of Powerboats in ISA Training Centres 1. Are powerboat drivers appropriately qualified? 3. Are powerboats and engines maintained and fit for use? 4. Are all powerboats equipped appropriately? 5. Are all planing boats fitted with a working Kill-cord? 6. Are Kill-cords being used by all powerboat operators? 7. Are engines and fuel tanks secured to the boat in an appropriate manner? 8. Where carried, are engine batteries secure and protected? 9. Are powerboats being kept tidy?	 Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
2.16	Safety Boats 1. Are safety boats suitable for the operating area? 2. Are sufficient safety boats available to cover planned activities? 3. Are safety boats being deployed appropriately? 4. Are safety boat drivers suitably trained & qualified? 7. Were safety boats afloat and available for inspection? 8. Were Safety boats equipped appropriately?	 Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
2.17	Clothing 1. Do joining instructions include details on arrangements regarding clothing? 2. Is there available an appropriate range of protective clothing in good condition? Is it clean & dry? Are on storage / drying facilities appropriate? 3. Is there a policy with respect to the use of appropriate footwear? 4. Are there procedures in place to ensure clothing worn afloat is appropriate?	 Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
2.18	Personal Flotation Devices 1. Are there available sufficient, appropriate PFDs available?. 2. Are there procedures in place to ensure participants own PFDs are appropriate? 3. Are there 150N PFDs available for use by non swimmers 4. Do all PFDs conform to appropriate ISO / EN standards? 5. Are PFDs being used appropriately by participants & staff? 6. Is there evidence of an appropriate maintenance programme / log for PFDs.	 Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No	
2.19	Equipment Hire Does Centre rent equipment? If yes - are there procedures in place to ensure that Participants have appropriate competency? Safety cover is provided according to ISA guidelines Participants wear appropriate protective clothing	 Yes / No Yes / No Yes / No Yes / No	
2.20	Use of participants own boat Does Centre permit use of participants own boat? 1. Are there policies & procedures in place to ensure that boats used meet standards required? 2. Are there procedures in place to ensure boats used have required insurance in place? 3. If participants other that owner may use boat, is this covered in booking arrangements?	 Yes / No Yes / No Yes / No Yes / No	

3	Small Boat Sailing Scheme		Comments
3.1	Sailing Boats 1. Are the boats available for use appropriate for the courses on offer? 2. Are all those boats available fit for use?	 Yes / No Yes / No	
3.2	Equipment 1. Does the Centre run course where trapezes and harnesses should be used? Are trapezes and harnesses available? 2. Are there an adequate number of working trolleys and / or trailers available where appropriate?	 Yes / No Yes / No Yes / No	
3.3	Clothing Is there appropriate protective clothing available for participants? Is it fit for use?	 Yes / No Yes / No	
3.4	PFDs Are appropriate, correctly fitted, PFDs being used by everyone when afloat?	 Yes / No	
3.5	Instructional Staff 1. Was an ISA Senior Instructor present during sailing activities? 2. Were there sufficient appropriately qualified Instructors to run those activities being run during the inspection? Were there sufficient, appropriately qualified instructors to run those activities the Centre is listed as being accredited to run?	 Yes / No Yes / No Yes / No	
3.6	Teaching Ratios Were teaching ratios appropriate?		
3.7	Boat spaces & occupancy Were there sufficient boat spaces for all participants? Were boats being used with the appropriate number of people on board? Were boats being used as double handers fitted with Jibs?	 Yes / No Yes / No Yes / No	
3.8	Safety Boat Cover Was safety cover being provided in an appropriate manner on all courses seen? Were procedures in place indicating that appropriate safety cover would be in place for all courses run?	 Yes / No Yes / No	

4	Go! Windsurfing		Comments
4.1	Boards & Rigs 1. Are the boards and rigs available for use appropriate for the courses on offer? Are all those boards and rigs available fit for use? 2. Are appropriate fins fitted to all boards? 3. Do all boards have effective non slip surface? 4. Are boards & rigs stored so that they are accessible to participants?	 Yes / No Yes / No Yes / No Yes / No Yes / No	
4.2	Equipment 1. Are any simulators available use functional, appropriate and safe? 2. Are there an adequate number of harnesses available?	 Yes / No Yes / No	
4.3	Clothing 1. Are there sufficient wetsuits and bootees available for all participants? 2. Are they fit for use?	 Yes / No Yes / No	
4.4	PFDs Are appropriate, correctly fitted, PFDs being used by everyone when afloat?	 Yes / No	
4.5	Instructional Staff 1. Were there sufficient appropriately qualified Instructors to run those activities being run during the inspection? 2. Were there sufficient, appropriately qualified instructors to run those activities the Centre is listed as being accredited to run?	 Yes / No Yes / No	
4.6	Teaching Ratios Were teaching ratios appropriate?	 Yes / No	
4.7	Safety Boat Cover Was safety cover being provided in an appropriate manner on all courses seen? Were procedures in place indicating that appropriate safety cover would be in place for all courses run?	 Yes / No Yes / No	

5	National Powerboat Training Scheme		Comments
5.1	Boats 1. Are the boats available for use appropriate for the courses on offer? 3. Are all powerboats use for P/B training listed on the Centre Inspection form 4. Are all those boats available fit for use? 11. Are the throttle and kill switch on each boat located within easy reach of the Instructor?	 Yes / No Yes / No Yes / No	
5.2	Equipment 1. Is there a road trailer available for use in launch and recovery? Is it fit for use?	 Yes / No Yes / No	
5.3	Clothing Is there appropriate protective clothing available for participants? Is it fit for use?	 Yes / No Yes / No	
5.4	PFDs Are appropriate, correctly fitted, PFDs being used by everyone when afloat?	 Yes / No	
5.5	Instructional Staff 1. Were there sufficient appropriately qualified Instructors to run those activities being run during the inspection? 2. Were there sufficient, appropriately qualified instructors to run those activities the Centre is listed as being accredited to run?	 Yes / No Yes / No	
5.6	Teaching Ratios Were teaching ratios appropriate?	 Yes / No	
5.7	Safety Boat Courses For centres accredited to run Safety Boat Courses 1. Are there 1 double or multi-handed sailing dinghy, 1 modern windsurf board & rig and 1 kayak with enclosed cockpit available for use on safety boat courses?	 Yes / No	
5.8	Recreational Powerboat course Was the equipment required for the Recreational Powerboat course available and good working order	 Yes / No	
5.9	1. Are the boats used for the Dive boat coxswains course equipped as required?	Yes / No	
5.10	Advanced Powerboat Courses 1. Are the Boats used for the advanced course equipped as required? 2. Are the bats equipped as required? Are Lifejackets <= 150N & fitted with light available & fit for use? 3. Is there suitable navigation equipment available?	 Yes / No Yes / No Yes / No Yes / No	

6	Inland Waterways Motorboat Training Scheme		
6.1	Administration 1. Are procedures in place to ensure that details on participants are held ashore? 2. Is an appropriate embarkation briefing provided? 3. Is the Boat registered with Small Vessel Safety Scheme?	 Yes / No Yes / No Yes / No	
6.2	Boats & Equipment *Refer to separate checklist*.		
6.3	Clothing Is there appropriate protective clothing available for participants? Is it fit for use?	 Yes / No Yes / No	
6.4	PFDs Are appropriate, correctly fitted, PFDs being used by everyone when afloat?	 Yes / No	
6.5	Instructional Staff 1. Were there sufficient appropriately qualified Instructors to run those activities being run during the inspection? 2. Were there sufficient, appropriately qualified instructors to run those activities the Centre is listed as being accredited to run?	 Yes / No Yes / No	
6.6	Teaching Ratios Were teaching ratios appropriate?	 Yes / No	

7	Personal Watercraft Training Scheme		Comments
7.1	Boats 1. Are the PWCs available for use appropriate for the courses on offer and fit for use? 2. Is each PWC fitted with a working Killcord?	 Yes / No Yes / No	
7.2	Equipment Are there sufficient working Trailers / trolleys to recover all PWCs.	 Yes / No	
7.3	Clothing Is there appropriate protective clothing available for participants? Is it fit for use?	 Yes / No Yes / No	
7.4	PFDs Are appropriate, correctly fitted, PFDs being used by everyone when afloat?	 Yes / No	
7.5	Instructional Staff 1. Were there sufficient appropriately qualified Instructors to run those activities being run during the inspection? 2. Were there sufficient, appropriately qualified instructors to run those activities the Centre is listed as being accredited to run?	 Yes / No Yes / No	
7.6	Teaching Ratios Were teaching ratios appropriate?	 Yes / No	
7.7	Safety Boat Cover Was safety cover being provided in an appropriate manner on all courses seen? Were procedures in place indicating that appropriate safety cover would be in place for all courses run?	 Yes / No Yes / No	

8	National Cruising Scheme		
8.1	Administration 1. Are procedures in place to ensure that details on participants are held ashore? 2. Is an appropriate embarkation briefing provided? 3. Is the Boat registered with Small Vessel Safety Scheme?	 Yes / No Yes / No Yes / No	
8.2	Boat s & Equipment *Refer to separate checklist*.		
8.3	Clothing Is there appropriate protective clothing available for participants? Is it fit for use?	 Yes / No Yes / No	
8.4	PFDs Are appropriate, correctly fitted, PFDs being used by everyone when afloat?	 Yes / No	
8.5	Instructional Staff 1. Were there sufficient appropriately qualified Instructors to run those activities being run during the inspection? 2 Were there sufficient, appropriately qualified instructors to run those activities the Centre is listed as being accredited to run?	 Yes / No Yes / No	
8.6	Teaching Ratios Were teaching ratios appropriate?	 Yes / No	

10	ICC Test Centre		
8.3	Were records of ICC assessments available for inspection	Yes / No	

12	Emergency Care		
12.1	Were there sufficient appropriately qualified Instructors	Yes / No	
12.2	Were the class size and teaching ratios appropriate	Yes / No	
12.3	1. Was the venue appropriate	Yes / No	
	2. Was there sufficient appropriate AV equipment available	Yes / No	
	3. Was the correct equipment available and in good condition	Yes / No	
	4. Was there access to facilities for scenarios	Yes / No	
	5. Does centre have stocks of publications	Yes / No	

On the water activities

ISA Scheme & Boat type	Course	Boat(s) used		# on session	Instructor(s)	Valid	Comments
		Type	#				

On the water activities (continued)

	Were the activities being run in a safe and appropriate manner?	Yes / No	
	Were instructors achieving sufficient individual coaching time with all course participants?	Yes / No	
	Were all sessions being run in a manner likely to result in session objective being fulfilled?	Yes / No	
	Were sufficient resources & equipment in place to allow for the running of effective sessions? Specifically including; • Buoys & ground tackle • Coach boats	Yes / No Yes / No Yes / No	
	On the water activities - continued		Comments
	What water sports activities does the organisation run which **are not** ISA recognised.		If possible identify who are they recognised by

Senior Instructors

ISA Scheme	Required	Senior Instructor(s)	Valid
Small Boat Sailing Scheme			
Go! Windsurfing Scheme			
National Powerboat Training Scheme			
Inland Waterways Motorboat Training Scheme			
PWC Training Scheme			