



Centre Inspection Report

Centres should complete all shaded sections on the front and back of the form prior to inspection. Please use the Recognition Guidance notes in conjunction with this report.

CENTRE DETAILS

Name of Centre _____ Region _____
 Main Operating Base _____

 County _____ Post Code _____ Centre Email _____
 Country _____ Centre Tel _____ Centre Website _____
 Principal: _____
 Chief Instructors (If different from Principal) Sail: _____
 Motor: _____

CORRESPONDENCE DETAILS

If different to above
 Name _____ RYA membership number _____
 Address _____

 County _____ Post Code _____ Email _____
 Country _____ Tel _____ Website _____

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 £2million 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 _____

ADDITIONAL INSPECTION DETAILS

To be completed by the Inspector
 Inspection venue _____
 Boats normally based at _____
 Action plan included _____ (delete as appropriate) YES/NO
 NB: If you are inspecting this centre for other practical courses (non-cruising) please also complete and enclose form IR2 (please tick)

REPORT AND SIGNATURE

During the inspection the centre was equipped and staffed to offer the following courses (please tick)
 Sail Cruising Motor Cruising Tidal Non-Tidal
for centres operating primarily in Med + Baltic.
 I have inspected the centre and checked the items listed in this report form.
 The Principal / Chief Instructor understands his /her responsibility to comply with RYA Conditions of Recognition
 Inspector's signature _____ Inspector's name _____ Vendor No _____
 Date _____

Royal Yachting Association

1. STAFF TRAINING AND BRIEFING

- a. Are there adequate arrangements for training and briefing instructors? Yes / No

2. ADMINISTRATION AND OPERATING PROCEDURES**Safety Policy**

- a. Does the centre have a documented safety policy which is understood and applied by all staff? Yes / No

Advertising

- b. Are the claims made in the brochures, advertising and booking forms realistic? Yes / No

Bookings

- c. Do booking forms include medical details and next of kin? Yes / No
 d. Are cancellation arrangements adequate? Yes / No
 e. Are the joining instructions adequate? Yes / No

Introduction

- f. Are customers met on arrival? Yes / No
 g. Is there a safety briefing checklist including procedures for emergency and abandonment? Yes / No

Courses

- h. Do all courses provide adequate instructional time as required by G15, G18 and G27? Yes / No
 i. Are appropriate student: instructor ratios maintained for all disciplines? Yes / No
 j. Do courses cover the syllabus, i.e. varied itinerary, each trainee skipper in charge, etc? Yes / No
 k. Does the Principal / Chief Instructor monitor standards? Yes / No
 l. Is there a customer feedback system? Yes / No
 m. Is there a system for dealing with complaints? Yes / No

Clothing

- n. Are students provided with adequate wet weather gear in a variety of sizes, including children's if required? Yes / No

Children

- o. Does the centre instruct under 18s? Yes / No / N/A
 p. If so, is there a child protection policy in place? Yes / No / N/A
 q. Are references taken for staff working with children? Yes / No / N/A

Publications and certificates

- r. Are the relevant logbooks supplied to students? Yes / No
 s. Does the centre have a supply and record of certificates? Yes / No

Contracts

- t. Is there a contract for the use of the training vessel? Yes / No / N/A

3. ACCIDENTS AND EMERGENCIES

- a. Is a CG66 filed with the Coastguard for all boats, and updated as necessary? Yes / No
 b. Is there always a contact for emergencies? Yes / No
 c. Does the office hold names of next of kin? Yes / No
 d. Is there a policy for dealing with a major accident? Yes / No
 e. Is there a system for reporting accidents and serious incidents to the MAIB? Yes / No
 f. Is there a system for recording and preventing the recurrence of accidents? Yes / No
 g. Is there provision for an alternative vessel? Yes / No

4. VESSEL MAINTENANCE, CLEANLINESS AND APPEARANCE

To be completed on board at least one vessel.

- a. Does the vessel give an overall impression of tidiness and good maintenance? Yes / No
 b. Are food hygiene guidelines onboard? Yes / No
 c. Are the food storage and preparation areas hygienic? Yes / No
 d. Are the pots, pans, dishes, cutlery, and chopping board clean? Yes / No
 e. Are the heads clean and hygienic? Yes / No
 f. Is the engine compartment clean? Yes / No
 g. Are student stowage lockers clean? Yes / No

Tuition

- h. Is the chart table adequate? Yes / No
 i. Are there adequate publications and teaching aids for tuition? Yes / No

5. RYA VESSEL CHECKS – the following were inspected:

• **ALL VESSELS POWER AND SAIL – is the condition of the following items satisfactory?**

Deck fittings

a. Fenders and warps Yes / No

Additional safety equipment

b. Anchor secure Yes / No

c. Identification from air Yes / No

Maintenance and spares

d. Engine spares, Filters, Impeller and Tool kit Yes / No

e. Is the condition of shore power lead satisfactory? Yes / No

Electronics

f. GPS and Plotter Yes / No

g. Radar Yes / No

• **SAILING VESSELS ONLY - is the condition of the following items satisfactory?**

Deck fittings

h. Genoa track, halyard and reef jammers, jib fairleads, turning blocks, jib sheets, main sheet, blocks & jammer, winches and winch handles Yes / No

Mast

i. Boom, bottlescrews, chainplates, deck glands, forestay, halyards, kicker, reefing gear, standing rigging, turning blocks and sheaves Yes / No

Spinnaker

j. Pole, fittings, sheets Yes / No

Maintenance and spares

k. Bosuns bag and sail repair kit Yes / No

General

l. Dinghy Yes / No

Sails - the following sails were inspected

m. Is their condition satisfactory? Yes / No

_____ Yes / No

_____ Yes / No

_____ Yes / No

_____ Yes / No

_____ Yes / No

_____ Yes / No

_____ Yes / No

• **MOTOR VESSELS ONLY - is the condition of the following items satisfactory?**

Electronics

n. Radar and plotting sheets? Yes / No

Systems

o. Trim tabs, power trim and bow thrusters? Yes / No

Engine

p. Engine gauges, oil pressure, water temperature and engine log? Yes / No

6. RYA TRAINING VESSEL

a. Does the vessel conform to the RYA Training Vessel checklist? Yes / No

Vessels Available for Training

Commercial Vessel Certificates should be available for inspection. Vessels should comply with the commercial requirements of the flag under which it is operating and the RYA Training Vessel checklist.

Name of Vessel	Make, Model & Length	Certifying Authority	SCV Number	Exp. Date	Owner's Name and Address

Instructional staff

Full Name	Home Postcode	Membership number	D.O.B.	Motor Cruising		Sail Cruising		Comm. End. Expiry	First Aid Expiry	Eng1/ML5/ Medical Expiry
				Qualification	Expiry date	Qualification	Expiry date			
Chief instructor/ Principal				YMCIP YMIP YMEXP		YMCIS YMIS YMEXS				
				YMCIP YMIP YMEXP		YMCIS YMIS YMEXS				
				YMCIP YMIP YMEXP		YMCIS YMIS YMEXS				
				YMCIP YMIP YMEXP		YMCIS YMIS YMEXS				

Key to qualifications

Motor Cruising

YMCIP – Yachtmaster Cruising Instructor Power
 YMIP – Yachtmaster Instructor Power
 YMEXP – Yachtmaster Examiner Power

Sail Cruising

YMCIS - Yachtmaster Cruising Instructor Sail
 YMIS - Yachtmaster Instructor Sail
 YMEXS - Yachtmaster Examiner Sail

RYA office use only