



# 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 \_\_\_\_\_ (Yes/No) \_\_\_\_\_  
 Correspondence Address (if different) \_\_\_\_\_  
 \_\_\_\_\_ Centre Tel \_\_\_\_\_ Centre Email \_\_\_\_\_  
 Principal \_\_\_\_\_ Principal's Tel \_\_\_\_\_ Principal's Email \_\_\_\_\_

**DINGHY/MULTIHULL KEELBOAT**

Chief instructor (detail qualifications overleaf) \_\_\_\_\_

Class of boat	Qty	Class of boat	Qty

**WINDSURFING**

Chief instructor (detail qualifications overleaf) \_\_\_\_\_

Board type	Age	Qty	Rig type	Age	Qty

**POWERBOAT/PW/ SAFETY FLEET**

Chief instructor\* (detail qualifications overleaf) \_\_\_\_\_

Boat/PW make and model	Qty	LOA	Engine make	HP
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)

- 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
- 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)

<b>DINGHY (NSS)</b> Level - 1 2 3 Sea Spin Race Day Perf	<b>WINDSURFING</b> Level - Start INTNP INTP ADV ADVP
<b>KEELBOAT (NSS)</b> Level - 1 2 3 Sea Spin Race Day Perf	<b>WINDSURFING YOUTH</b> Level - 1 2 3 4 T15
<b>MULTIHULL (NSS)</b> Level - 1 2 3 Sea Spin Race Day Perf	<b>WINDSURFING RACING</b> Start Int Adv
<b>DINGHY (YSS)</b> Stage - 1 2 3 4 Sea Spin Race Day Perf	<b>POWERBOAT</b> Level - 1 2 Int Adv Safety Boat
	<b>PERSONAL WATERCRAFT</b> 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 \_\_\_\_\_ please print Vendor No \_\_\_\_\_  
 Date \_\_\_\_\_

Database updated  
RDO checked  
CI checked  
Staff checked  
Inspector paid £  
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**INSTRUCTIONAL STAFF** Please make every effort to include either a membership number, postcode or date of birth to enable correct identification of the instructor by the RYA

Full name (block capitals)	RYA Membership Number	D of B Postcode	Windsurfing Instructor Qualification	Powerboat/PW Qualification	NSS Instructor Qualification	Coastal/Inland	First Aid expiry date	Instructor Cert seen
<u>NSS Chief Instructor</u>			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, <b>DSI</b> RI, CA, RCL2, RCL3, YMI, KSI			
<u>Windsurfing Chief Instructor</u>			WAI, WSI, WINPI, WIPI, WADI, WAPI, <b>WSRI</b> Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
<u>Powerboat Chief Instructor</u>			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, <b>PBI</b> PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
<u>PW Chief Instructor</u>			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI <b>PWI</b> Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, T15 R, T15 W	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, TWRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			
			WAI, WSI, WINPI, WIPI, WADI, WAPI, WSRI, Trainer, WRI, RCL2	2, S, PAI, PBI PWI, Trainer	DAI, DI, KI, MI, Adv I, DSI, RI, CA, RCL2, RCL3, YMI, KSI			

**KEY TO QUALIFICATIONS**

**Windsurfing**  
WAI Windsurfing Assistant Instructor  
WSI Windsurfing Start Instructor  
WINPI Windsurfing Instructor Non Planing Instructor  
WIPI Windsurfing Instructor Planing Instructor  
WADI Windsurfing Advanced Instructor  
WAPI Windsurfing Advanced Plus Instructor  
**WSRI** Windsurfing Senior Instructor  
Trainer Windsurfing Trainer  
WRI Racing Instructor (Windsurfing)  
RCL2 Level 2 Race Coach (Windsurfing)

**Powerboat/PW**  
2 Powerboat Level 2  
S Safety Boat Cert or equivalent  
PAI Advanced Powerboat Instructor  
**PBI** Powerboat Instructor  
**PWI** Personal Watercraft Instructor  
Trainer Powerboat Trainer

**Dinghy/Keelboat sailing**  
DAI Dinghy Assistant Instructor  
DI Dinghy Instructor  
KI Keelboat Instructor  
MI Multihull Instructor  
Adv I Advanced Instructor  
**DSI** Dinghy Senior Instructor  
R1 Racing Instructor  
CA Coach Assessor  
RCL2 Level 2 Race Coach  
RCL3 Level 3 Race Coach  
YMI Yachtmaster Instructor  
KSI Keelboat Senior Instructor

Denotes minimum required Chief Instructor Qualification

Please continue on a separate sheet if necessary

## 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?	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?	Yes/No
	(ii) Was the standard of tuition satisfactory?	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?	Yes/No
	If so, are inversion capsizes included in course programmes?	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

