



Personal Watercraft Inspection Report

Centres should complete all relevant shaded sections prior to inspection

ITEMS REQUIRING ATTENTION SHOULD BE LISTED ON THE SUMMARY ACTION PLAN

CENTRE/VESSEL DETAILS

Name of Centre/Vessel _____
 Home Port _____
 Owner/Managing Agent contact details _____

 Tel _____ Email _____
 Centre Tel _____ Centre Email _____

Principal _____
 Principal's Tel _____ Principal's Email _____
 First Officer's Tel _____ Email _____

PWC RECOGNITION

Chief instructor PWC PW type	Membership number	Date of birth	Quantity

SAFETY FLEET

Boat type - state planing or displacement	Quantity	LOA	Engine type & HP

INSURANCE

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.

Principal's Signature _____ Date _____

FOR INSPECTORS USE

I have inspected the centre and checked the items listed in this report form.
 The Principal/Chief Instructor understands his/her responsibility for Duty of Care.

Inspector's signature _____ Inspector's name _____ Date _____
 Principal's Signature _____ Date _____

Tick if action plan has been set

Database updated
 RDO checked
 CI checked
 Staff checked
 Inspector paid £
 For office use only

OPERATIONS

Notes

Safety

- A Does the centre have an operational procedures document? Yes/No
- B Does the centre have an emergency action plan and do all staff know how to implement it? Yes/No
- C Have all staff been trained to work safely in the centre and do they fully understand the operational procedures? Yes/No
- D Are all activities supervised by an appropriately qualified person at all times? Yes/No
- E Is there a system for monitoring the number of craft/users on the water? Yes/No
- F Are there sufficient suitable safety craft available and ready for use whenever users are on the water? Yes/No
- G Are radios used in the centre and are they fully functioning and used appropriately? Yes/No
- H Are suitable first aid kits available and their locations clearly indicated? Yes/No

Tuition

- A Does the Principal/Chief Instructor monitor standards of tuition? Yes/No
- B Is the standard of tuition satisfactory? Yes/No
- C Are all teaching sessions offered by the centre supervised by an appropriately qualified instructor? Yes/No
- Are appropriate student:instructor ratios maintained for all disciplines? 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? Yes/No
- Checklist in guidance notes
- D Are all safety craft maintained and functioning in a safe operational condition? Yes/No
- Checklist in guidance notes

PWC

- A Are boats/PWs suitable for the courses on offer? Yes/No
- B Are all powerboats maintained and functioning in a safe operational condition? Yes/No
- Checklist in guidance notes
- C Are kill cords fitted, fully functional and used at all times? Yes/No

Administration

- A Is the course adequately insured? (see declaration overleaf) Yes/No
- B Does the centre have a record of the qualifications of all staff? Yes/No
- C Does the centre record accidents in an accident book? Yes/No
- D Does the centre have an incident or near miss record? Yes/No
- E Is there a system for ensuring all staff have read and understood the operational procedures? Yes/No
- F Are there adequate records of PWC certificates issued? Yes/No
- G does the centre have a contact for clients' medical details? Yes/No

EQUIPMENT AND FACILITIES

Clothing and Equipment

- A Are sufficient buoyancy aids in a variety of adult and junior sizes available? Yes/No
- B Are all buoyancy aids in good condition and compliant to current standards? Yes/No

Comments

Once completed please hand this form to the appointed inspector

Royal Yachting Association

RYA House Ensign Way Hamble Southampton SO31 4YA

Tel: +44 (0)23 8060 4100 Fax: +44 (0)23 8060 4288 Email: training@rya.org.uk Web: www.rya.org.uk

Issue Nov 2010