



SRC Inspection Report

IR-SRC

Royal Yachting Association RYA
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email: recognition@rya.org.uk

Centres should complete a form IR-1 and the shaded sections below prior to inspection. Please use the Recognition Guidance Notes in conjunction with this report. Items requiring attention will be listed on an Action Plan.

Centre name _____

Operating base address _____

Postcode _____ Country _____ Tel _____

SRC Assessors used at this centre:

Name	Postcode or DOB	RYA membership no.	RYA Instructor qualifications	Course to be taught
Chief Instructor: SRC				

DSC Training Radios

Make/model	Qty

Computer simulator

Type	Qty

For completion by the inspector:

RGN	ADMINISTRATION	NOTES
D9	Completed exam papers available and a sample inspected (Paper L, M, N, O)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
D9	Does the course provide adequate instructional time, including suitable guidance on pre-course self-study?	YES <input type="checkbox"/> NO <input type="checkbox"/>
FACILITIES AND RESOURCES		
D2	Are teaching facilities adequate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
D9	Is the computer simulator approved by the RYA?	YES <input type="checkbox"/> NO <input type="checkbox"/>

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's conditions of recognition. I recommend the centre is recognised to offer the SRC course subject to compliance with the action plan and approval by the RYA.

Signed (inspector) _____ Name _____ Date _____ RYA Vendor No _____

Once completed please return this form with the Centre Inspection Report (IR-1), the action plan and associated papers to RYA HQ.

For RYA Use only:

Insp Pd £ _____ Staff checked _____ CI checked _____ Database updated _____

RGN Checklist

RGN	SAFETY		NOTES
B6	Does the centre have an operational procedures document?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B6	Is there a system for ensuring all staff have read and understood the operational procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B6	Does the centre have a health and safety policy which is understood and applied by all staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B6	Does the centre have an emergency action plan and do all staff know how to implement it?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B3	Is there a suitable system of training and/or briefing to ensure all staff are able to safely execute their duties?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
TUITION			
B3	Is there an induction for new staff and ongoing staff training?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A3	Does the Principal/Chief Instructor monitor standards of tuition? ¹	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
B8	Are appropriate student:instructor ratios maintained for all disciplines?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B8	Do the centre's programmes fully cover each syllabus and meet the minimum instructional time?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
ADMINISTRATION			
B14	Are the representations in websites, brochures, advertising and booking forms accurate and do they meet the conditions of recognition?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B7	Does the centre have a suitable process for identifying relevant medical information, declaration of fitness and emergency contacts for students?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B3	Does the centre have a record of the qualifications of all staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B6	Does the centre have safeguarding policies and procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B6	Does the centre require references and safeguarding training checked for staff working with children and vulnerable adults?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B7	Are joining instructions adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B7	Are cancellation arrangements adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B13	Is there a system for reviewing customer feedback?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B13	Is there a system for dealing with complaints?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B10	Does the centre have a supply of certificates and record/register those issued?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B2	Does the centre have an equality policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
FACILITIES/STORAGE AREAS			
B4	Do clients have easy access to toilets, changing facilities and hot showers as appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

¹ Not applicable for cruising centres

² Cruising and IW centres should have a suitable area below deck eg. a clean and tidy saloon

³ Cruising and IW centres may not have a workshop area