

Date日期:

Key instructional and supervisory staff 主要教学和管理人员

Full name (block capitals)全名 (大写)								
RYA reference no. (found on membership card or instructor certificates)RYA认证编号 (查看会员卡或教练证)								
Chief Instructor主教						Windsurfing qualifications 帆板资质		Wing quals 风帆冲浪资质
Windsurfer帆船板								
Powerboat机动艇								
Personal Water私人水域								
Inland Waterways内陆水域								
NS Dinghy小帆船								
NS Keelboat龙骨船								
Sail Cruising 帆动力巡航								
Motor Cruising 机动力巡航								
Start入门								
Intermediate(NP/P)中级(非通行/通行)								
Adv/Adv Plus高级/高级附加								
Foiling水翼								
Race/RCL2竞赛/竞赛2级								
Senior Instructor高级教练								
Trainer培训官								
Wing Surfing风帆冲浪								
Wing Foiling水翼风帆								
Safety安全艇								
PB Instructor机动艇教练								X
Adv Instructor进阶教练								
PW Instructor私人游艇教练								
IWH Instructor内陆水域教练								
Trainer培训官								
Dinghy小帆船								
Keelboat龙骨船								
Multihull多体船								
Advanced进阶								
Foiling水翼								
Race/RCL2竞赛/竞赛2级								
DSI小帆船高级教练								
Keelboat SI龙骨船高级教练								
Coach教官								
YMCIS帆动力游艇船长巡航教练								
YMIS帆动力游艇船长								
YMICIP机动游艇巡航船长								
YMIP机动游艇船长								
Records档案								
Instructor教练								
First Aid急救								

Notes备注:

Prior to the inspection the centre Principal must ensure all key staff details are recorded in the table above. Key staff include those who are designated as a Chief Instructor for the purposes of RYA recognition and staff holding key qualifications such as Advanced Dinghy Instructor at centres delivering the advanced dinghy course. Larger centres should also list additional senior staff members who play a key supervisory role. The '**Chief Instructor**' section must be completed to denote which staff are the designated Chief Instructors for each discipline for which the centre is recognised. For any changes of Chief Instructor please **detail on the Inspection Action Plan.**

在检查前，认证中心校长/负责人必须确保所有主要员工的信息都记录在在表格中。主要员工包含指定的主教练，来负责中心的RYA认证，和具备相关教学资质的员工，比如基地的高级小帆船教练，来负责高级帆船课程的教学。较大一些的认证中心应该再列一些其他有更高资质的员工，来负责主要的监督工作。“主教练一栏是必填项，并且明确写明认证中心的哪一个学科由哪个主教练负责。如有主教练的更换，请在基地审查行动计划表里写明详细信息。

Centre Inspectors should compare centre records against the instructors listed, and dip sample the records for other staff, particularly those delivering instruction during the inspection. Inspectors should tick to verify that adequate records were seen i.e. a record of instructor awards with expiry dates and First Aid awards with expiry dates.

中心审查员应将认证中心的记录和所例的教练进行比较，并对其他工作人员的记录进行抽样，尤其是在审查期间提供教学指导的工作人员。审查员通过打勾来验证是否有足够的记录，比如：教练证书有效期记录和急救证书有效期记录

***Please note:** When returning to the RYA please ensure the IR1 Information sheet is also attached and returned.

“请注意 ”： 请将IR1 信息表一起交回给RYA

Training fleet 培训船只

DINGHY 小 帆船 KEELBOAT 龙骨船 MULTIHULL 多体船	Class of boat* 船只级别	Qty 数量	Class of boat* 船只级别	Qty数量

* Please indicate any keelboat you wish to operate without dedicated safety cover 请注明在没有特定安全看护的情况来操作的龙骨船

WINDSURFING帆板	Board type 板类型	Age使用年数	Qty数量	Rig type 帆组装类别	Age使用年数	Qty数量

WING: Surfing/Foiling风帆 冲浪/水翼风帆	Board type板类型	Age使用年数	Qty数量	Rig type帆组装类别	Age使用年数	Qty数量

POWERBOAT PW SAFETY FLEET机动艇 /安全艇	Make and model 生产商 和型号	Qty 数量	LOA 总长	Engine make & HP 发动机厂商和马力	Commercial cert details if applicable (category, exp date, cert authority)商业证书详情 (如果适用) (类别, 到期日期, 证书颁发机构)

SAIL & MOTOR CRUISING帆动力/ 和机动巡航	Name of vessel船只名称	Make, model & length 生产商, 型号和船长	Commercial cert details if applicable (category, exp date, cert authority) 商业证书详情 (如果适用) (类别, 到期日期, 证书颁发机构)

INLAND WATERWAYS内陆水	Name of vessel 船只名称	Licensing authority 许可机构	Boat Safety cert 船只安全证书	Exp date 到期日

	SAFETY 安全	NOTE ACTION A/B/C/None 行 动计划备注 A/B/C/无
B6	The operational procedures are robust and fit for purpose, reflective of how the centre operates and how training is delivered 运营流程实用且符合目的, 反应了一个认证中心如何运营以及培训课程如何开展	
B6	There is an effective system for ensuring all staff have read and understood the operational procedures, including periodic amendments and reviews 认证中心要有有效的制度来确保所有员工都阅读并理解运营流程, 包括定期审查修改更新该流程	
B6	The health and safety policy is understood and applied by staff, with evidence of integration in all aspects of the operating procedures 所有员工都理解和运用相关健康和安全管理政策, 贯穿整个运营流程, 有据可循	
B6	The centre has a clear and concise emergency action plan, that all staff are trained in, know where to find and how to implement 认证中心要有清晰简洁的紧急行动计划, 所有员工都要接受过相关培训, 并知道在哪儿找到该计划并如何实践运用	
B6	If the centre runs activities outside of the normal operating area, risk assessments have been carried out with additional details included in the operational procedures. An extension of operating area may be required and must be approved by RYA Training 如果一个认证中心在非正常运营区域之外开展活动, 必须先做风险评估, 并将相关信息放到运营手册里。同时需要做运营区域扩展申请并且必须由RYA批准才可行	
B3	A detailed record of staff training is maintained, with a system which includes inductions for new staff as well as regular briefings to assist staff in executing their duties safely 要有详细的员工培训记录机制, 里面包含新员工岗前培训, 以及日常员工例会总结以便帮助员工更安全的履职	
B6	There is a documented safety briefing checklist, appropriate to the activity being delivered and covering areas such as procedures for emergency abandonment or defining local hazards, which is delivered to students prior to going afloat 有安全须知检查清单来适用于要开展的活动, 清单包如遇紧急情况处理流程或是当地危险因素指明, 这在下水前都需要告知学员。	
B4	Suitable first aid kits are available and their locations clearly indicated. 有合适可用的急救箱, 并明确标明其位置	
B4	The emergency services can be contacted from the operating area. 紧急服务能从运营范围内联系上	
C2	Radios are used in the centre or onboard the training vessel and are fully functioning and used appropriately. 认证中心在岸上或是培训的船上使用对讲机, 要确保其功能正常, 员工操作正确。	
C1	The centre has a system for the repair and maintenance of boats and equipment. 认证中心要有船只器材的维修保养机制	
C1 & 2	There are sufficient and appropriate craft available and ready for all participants going afloat, including and safety cover (if appropriate) 要有足够的合适的船只, 供客人进行水上训练, 也包括安全保障 (如果有的话)	
C2	A robust system is in place for monitoring number of craft/users on the water 有良好的水上船只和人员监测机制	
A5	Areas for launching and landing, or departure and arrival, are suitable and appropriately operated 要有合适出海和回岸区域, 同时出海和返航都要正确操作	
A5	All operating areas used for training are listed on the form. Those listed are appropriate and free from unacceptable hazards. ¹ 用于培训的所有区域都列在表格上, 这些区域都是适合的并没有不可接受的危险	
C3	Kill cords are fitted in all safety boats /planing powercraft, are fully functional and used at all times when under way. 所有救生艇/高速航行艇都要装有保险绳, 只要下水就要使用, 并确保功能齐全	
C4	All activities, including recreational sessions, are supervised by an appropriately qualified person at all times ¹ . 所有活动, 包含娱乐型课程, 时刻都要由合格的工作人员监督执行	
TUITION 课程		
B3	There is documented induction training for new staff, as well as ongoing staff training 要有新员工的入职培训和持续的在岗培训, 并记录在案	
A3	The Chief Instructor monitors and records standards of tuition regularly 主教练负责监督和记录课程教学标准	
	The observed tuition met the RYAs requirements of 'safety, fun learning' ¹ 主教练要观察课程的教学, 同时确保其符合RYA “安全, 快乐, 学习”的要求	
C	Instructors are suitably qualified, and documented staff training ensures instructors are familiar with the centre's craft and equipment. 所有教练都要由合格的资质, 员工培训记录确保所有教练都熟知基地的船只器材	
C	Teaching sessions offered by the centre are supervised at all times by an appropriately qualified instructor 认证中心要始终确保有合格的教练来监督提供的教学课程	
B8	Appropriate student:instructor ratios are maintained for all disciplines 所有课程都要有合适的学员: 教练配比	
B8	Good quality training and visual aids are available and used 提供有品质的培训课, 也要使用视觉辅助教学工具	
B4	There are appropriate dry teaching areas available ¹ 要有合适可用的干燥教学区域。	
C	The necessary publications, including logbooks and course notes, are available to students 要有必要的课本供学员使用, 包含航海日志或是课程笔记	
B8	Course programmes provide a structure for the delivery of each course syllabus, meeting the minimum instructional time 课程计划给各课题提供教学大纲, 同时满足最低教学时间要求	
ADMINISTRATION 行政管理		
B3	There is a system for verifying staff qualifications, and recording qualification expiry dates 要有员工资质识别机制, 和证书到期日的记录	
B2	The equality policy meets the aims of the RYA and the Principal understands the importance of following the guidance on applying the RYA's equality policy (TG13-15) 平等政策符合RYA目标, 校长要理解相关重要性, 来遵循RYA平等政策的应用指导(TG13-15)	
B6	References are taken and there is an effective system for recording the safeguarding training provided to all staff working with children and vulnerable adults ¹ 提供相关参考资料, 要有有效的系统来记录保护政策培训, 培训针对所有从事儿童和弱势成人的人员	
B6	There is an appropriate safeguarding policy and procedure, with evidence that it has been read and understood by all 要有适当的保护政策和流程, 同时表明所有人都已阅读并理解	
B6	There is a system in place for recording and reviewing near misses, incidents and accidents as part of the centre's safety management 作为中心安全管理的一部分, 要有记录和审查未遂事故, 时间和事故机制	
B7	There is a suitable process for identifying relevant medical information, declaration of fitness and emergency contacts for students 要有合适的工作流程来识别相关学员的医疗信息, 健康声明和紧急联系人	

B7	Course joining instructions include all essential information required for attendance 课程须知要包含所有上课要知道的必要信息	
B7	The centre's cancellation arrangements are clearly defined and accessible 认证中心要有明确实用的取消政策和安排	
B10	The centre holds a supply of current certificates, and maintains an accurate record of certificates issued, whether through online registration (where required), or the centre's own records 认证中心负责证书的发放, 要保持准备的证书记录, 无论是在线注册 (如果需要) 或是中心本地存档记录	
B13	There is a system for collecting and reviewing customer feedback 有收集和审查客户反馈的记录	
B13	There is a clearly defined process for dealing with, and resolving complaints 有明确清晰的客诉处理流程	
B14	The representations in websites, social media, brochures, advertising and booking forms are accurate and meet the conditions of recognition 网站, 社交媒体, 宣传册, 广告和预定表格中表述准备, 符合认证条件	
C1	Where vessel/equipment is not owned by the centre, there is a contract of use in place 如果相关船只器材不属于该认证中心, 则要有签订的使用合同	
CLOTHING AND EQUIPMENT 着装和装备		
C3	Sufficient buoyancy aids/lifejackets are available in appropriate sizes 有足够可用的不同尺寸的助浮衣/救生衣	
C3	Buoyancy aids and lifejackets are in good condition and EN/ISO or equivalent compliant 助浮衣和救生衣性能良好, 符合欧盟/ISO或同等标准	
C3	Any protective clothing provided such as wetsuits/waterproofs are suitable for the expected conditions, in good condition, and available in a range of suitable sizes 在不同天气情况下, 要提供防护类服装比如湿式保暖服/防风服, 并都要性能良好和有合适的尺寸	
FACILITIES/STORAGE AREAS 设施/存储区		
B4	Toilets, changing facilities and hot showers are adequate and accessible 卫生间, 更衣室, 热水淋浴设施充足可用	
B4	There is a system for the safe storage and handling of fuel 要有安全存储和燃油处理机制	
B4	The workshop area is reasonably tidy and free from unnecessary hazards ¹ 操作区域要合理整洁, 并没有不必要的危险	
B4	Materials, such as those used in workshops, are stored safely ¹ 相关工作材料都有安全存储	