



Making the most of your RYA inspection

Ali Selby-Nicholls – IW Trainer + Centre Inspector

Gareth Brookes – Regional Development Officer + Centre Inspector

What we plan to cover...

- Yearly timeline
- Planning and preparation
- The inspection day
- Action plans

The inspection process timeline

- January - February RDO allocates inspector and emails Principal
- February – March Inspector and Principal agree date of inspection when training is taking place
- March – September Inspection completed
Inform Inspector + HQ when A grade actions complete
Follow up email from HQ to chase B and C grade actions

How to prepare for your inspection

- Ensure all actions from previous inspection are completed
- Email operating procedures and course programmes to Inspector
- Training Centre Checklist
- Check
- Check Training Notices and Training Guidance
- Check your qualifications (inc First Aid) are in date
- Write any questions you may have down
- Ensure appropriate training is being carried out for inspector to watch

The inspection day

- Break the ice
- Have paperwork ready or accessible
- A chance for you to develop your centre
- Questions – take the time to ask

Action plans

- What is an action plan and why are they given?
- When will it need to be completed?
- What to do when you have completed an action?
- What to do if you are struggling to complete an action?

INSERT CARD BEFORE USE



RYA TRAINING CENTRE INSPECTION ACTION PLAN

Royal Yachting Association
RYA House
Ensign Way, Hamble
Southampton SO31 4YA UK
Tel +44 (0)23 8060 4100
Fax +44 (0)23 8060 4288
Email training@rya.org.uk
www.rya.org.uk

Name of Training Centre SINK A LOT TRAINING

Date of Inspection 25/12/17 page 1 of 1

Action/No Action required (please delete as appropriate)

GRADES: Please fill in the actions required and use the following grades

A - Urgent. Action is critical so must be completed before item is used for training.

B - Action must be taken at the first opportunity, either by date specified or no later than three months from the inspection, whichever is earlier.

C - Action must be rectified before the next inspection.

Items requiring attention	Action required and by whom	Grade	Completed by
C6-7 Equipment	ENSURE ALL EQUIPMENT LISTED ON THE TRAINING CENTRE CHECKLIST: INLAND WATERWAY(IS CARRIED ONBOARD INCLUDING A MOBILE PHONE	A	NEXT COURSE
B2 POLICIES	WRITE AND IMPLEMENT AN EQUALITY POLICY	C	NEXT INSPECTION
B13.2 COMPLAINTS	IMPLEMENT A COMPLAINTS PROCEDURE	B	WITHIN 3 MONTHS

SIGNATURE [Signature] NAME CARATH BROOKES DATE 25-12-17

Inspector

Declaration by Principal/Chief Instructor

I have read this report and agree to carry out the actions indicated by the dates shown and to notify the inspector upon completion

SIGNATURE [Signature] NAME CAPT. RUGWASH DATE 25-12-17

Principal/Chief Instructor

White copy to Centre

Yellow copy to RYA Training

Blue copy to RYA Training



What have we covered

Questions