



# 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 Vessel \_\_\_\_\_  
 Owner/Managing Agent contact details for correspondence & invoicing purposes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_  
 Centre Tel \_\_\_\_\_ Centre Email \_\_\_\_\_

**CENTRE/VESSEL DETAILS**

Principal \_\_\_\_\_  
 Principal's Tel \_\_\_\_\_ Principal's Email \_\_\_\_\_  
 First Officers Tel \_\_\_\_\_ Email \_\_\_\_\_

**PWC RECOGNITION**

Chief instructor	Membership number	Date of Birth
PW type		Quantity

**INSTRUCTIONAL STAFF**

Full name (block capitals)	RYA Membership Number	D of B Postcode	PW Qualification	First Aid expiry date	Instructor Cert seen

**SAFETY FLEET**

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

**PWSY CERTIFICATE NUMBERS ON BOARD**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSURANCE**

I certify that this RTC holds (and will continue to maintain in full force and effect)

- 1) 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
- 2) 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.

Principal's Signature \_\_\_\_\_ Name \_\_\_\_\_ 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 \_\_\_\_\_ Vendor No \_\_\_\_\_

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 |
| I | Are marker buoys of sufficient size and colour?   | 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?<br>Are appropriate student:instructor ratios maintained? | Yes/No |
| D | Does the centre's course plan fully cover the course syllabus?  | 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?<br>Checklist in guidance notes      | Yes/No |
| D | Are all safety craft maintained and functioning in a safe operational condition?<br>Checklist in guidance notes | Yes/No |

### PW

- |   |  |        |
|---|--|--------|
| A | Are PWs suitable for the courses on offer?   | Yes/No |
| B | Are all PWs maintained and functioning in a safe operational condition?<br>Checklist in guidance notes | Yes/No |
| 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 PW 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/impact vests in a variety of adult and junior sizes available? | Yes/No |
| B | Are all buoyancy aids/impact vests in good condition and compliant to current standards?    | Yes/No |

### Comments

Once completed please hand this form to the appointed inspector

### Royal Yachting Association

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