

## CCGA-P PRELIMINARY SAFETY AUDIT

**SOCIETY**

**STATION**

**Auditor(s)**

**Date:**

**Reviewed by:**

**Date:**

**Action list promulgated:**

**Date:**

		<b>SECTION A</b>	
		<b>Station Statistics for last 12 months</b>	
1.		Number of calls to which the vessel has responded	
2.		Number of calls in which the vessel has achieved a solution to the mission	
3.		Number of hours vessel has spent in on-the-water training	hours
4.		Number of hours claimed for on-the-water training	hours
5.		Annual number of training hours allocated	hours

		<b>SECTION B</b> <b>Station Personnel</b>	
1.		Does the size of vessel require 60t course? If so, how many personnel have completed 60t course	
2.		Total number of active SAR personnel	
3.		No. of fully qualified, certificated and RHOT trained coxswains with sea-time (PCOC, SFA+CPR C, ROC(M) as a minimum)	
4.		No. of fully qualified, certificated crew with sea-time (PCOC, SFA+CPR C, ROC(M) as a minimum)	
5.		Number of crew required by crew standards for intended vessel	
6.		No. of crew who have successfully completed the SARnav course / SEN L	
7.		Are there any major shortfalls in certification? Why?	
8.		Are there any commercial mariners amongst the volunteers?	
9.		What is the estimated off call time for the station?	
10.		Is this due to lack of trained personnel?	Y / N Details
11.		No. of volunteers who are commercial mariners	
12.		How are volunteers contacted in case of being tasked?	
13.		Is this system reliable	Y / N Details

14.		Is there a backup system	Y / N Details
15.		What is the general method of communicating with the local coast guard radio station or JRCC when sailing and on return?	Telephone / VHF/ Other
		<b>SECTION C – Vessel</b>	
1.		What is the general appearance of the vessel?	
2.		What is the general state of the propulsion machinery?	
3.		What are the current deficiencies with the vessel?	
4.		What are the current deficiencies with the propulsion machinery?	
5.		What are the current deficiencies with vessel equipment?	
6.		How are the above deficiencies being dealt with?	
7.		Does it appear that local maintenance is taking place?	Y / N Details
8.		When did the vessel last have a daily inspection?	
9.		When did the vessel last have a weekly inspection?	
10.		When did the vessel last have a thorough inspection?	

11.		Where is the nearest spare vessel that can be used?	
12.		Is there a full list of loose equipment for the vessel?	
13.		How full are the fuel tanks?	
14.		What is the state of the electronics? Radar Chart Plotter VHF 1 VHF 2	
15.		Is there a maintenance log?	
16.		Are the flares in date?	
17.		Have the fire extinguishers been serviced in past year?	
18.		Is the pump operational and full of fuel?	
19.		Are there any standard operating procedures for the vessel?	
20.		Are the tubes pumped up?	
		<b>SECTION C</b> <b>Protective Equipment</b>	
1.		Is there an adequate selection of sizes of personal protective equipment?	
2.		Suits being worn – what are their condition?	

3.		Are SAR Vests & equipment being worn – what are their condition?	
4.		Helmets being worn – what are their condition?	
5.		Are appropriate boots being worn?	
6.		Does each member have a portable VHF?	
7.		What storage and drying space is available for the equipment?	
		<b>SECTION D Administration</b>	
1.		Is there a general familiarity with the SAR Management System?	
2.		Where is it available for the station?	
3.		Is there a general familiarity on the Safety Management System?	
4.		Where is it to be found – online or printed out	
5.		Is the Vessel Log Book being properly completed - in ink, with mistakes being crossed out with a single line and initialed?	
6.		Are the old Vessel Log Books being kept?	
7.		Are the Crew Training Log Books being maintained?	This is under review
8.		Are personnel aware of what a non conformity or occurrence is?	

		<b>SECTION E MARINE OPERATIONS</b>	
1.		Are crew giving each other a gear check before proceeding?	
2.		Is there a rough log being kept?	
3.		Is the vessel proceeding at a safe speed at all times?	
4.		Is the deviation of the compass known?	
5.		Is the vessel's progress being monitored at all times?	
6.		Is two-way / closed loop communication in use?	
7.		Are appropriate hand signals being used?	
8.		Is Stop, Assess, Plan being used as necessary?	
		<b>SECTION F TRAINING</b>	
1.		Does the station have a trained trainer or ARTE as a volunteer?	
2.		If 1. is NO who does the training? What experience do they have?	
3.		Does the station have a training plan?	
4.		How often is classroom training carried out?	

5.		How often is on-the-water training carried out?	
6.		Are records of these sessions being placed online at the station?	
7.		If 5. is NO, what is the reason?	
8.		Does the station have the ability to use the online training materials?	Yes / No
9.		If 7. is NO, what is the reason?	
10.		What routine first aid training takes place?	
11.		Are crew aware of emergency procedures in case of accident to own vessel?	
12.		Are crew aware of dangers of entry into enclosed spaces?	
13.		Are crew aware of procedures forbidding entry into the water to help with an incident?	