|  |  |
| --- | --- |
| Version | 2.2 |
| Status | Current |
| Approved by | State Rescue Board of NSW |
| Last updated | 14 November 2019 |

**State Rescue Board of NSW (SRB)**

**Operational Capability Inspection Report**

|  |  |
| --- | --- |
| Rescue Agency |  |
| Rescue Unit |  |
| Date of Inspection |  |

Table of Contents

1. Overview 3

2. Authority 3

3. Inspection Methodology 3

4. Meeting with Unit 4

4.1 Review of documents

4.2 Inspection

5. Comments 7

6. Recommendation 7

## 1. Overview

The Operational Capability Inspection Report provides a summary of findings from an inspection conducted in accordance with the State Rescue Policy.

This inspection, while conducted independently, aims to provide evidence to the State Rescue Board of NSW regarding the ability of units to provide rescue services to the communities of NSW.

## 2. Authority

##### State Rescue Board of NSW

The Operational Capability Inspection is conducted under the direction of the State Rescue Board of NSW. The report is intended for the official use of the State Rescue Board only.

##### Rescue Unit

Section 52 of the *State Emergency and Rescue Management Act 1989* defines a ‘rescue unit' as meaning a unit (comprising a group of persons) which carries out rescue operations for the protection of the public or a section of the public.

According to the State Rescue Policy, a rescue unit comprises of four elements:

a) Registered Crew - competent and current rescue operators

b) Rescue Vehicle/ Vessel - an appropriate and clearly marked rescue vehicle/vessel

c) Rescue Equipment - sufficient and appropriate to the tasks for which the unit has been accredited

d) Operating Procedures - procedures for call-out, response, operation and training.

## 3. Inspection Methodology

A review was conducted of the unit to assess its compliance to State Rescue Policy requirements. In addition to the documentation review, a site inspection was conducted which focused on the physical capability of the unit.

The inspection methodology involved several key steps to assess the ability of the unit to perform their role.

## 4. Meeting with unit

A meeting was held at:

|  |  |
| --- | --- |
| Organisation |  |
| Unit |  |
| Location / Address details |  |
| Emergency Management Region |  |

The following key personnel were present during the inspection:

|  |  |
| --- | --- |
| Inspection Team details  |  |
|  |  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Unit / Agency representative details |  |
|  |  |
|  |
|  |
|  |
|  |
|  |
|  |

#### 4.1 Review of documents

A review was conducted of documents that demonstrate the adequate implementation of State Rescue Policy requirements.

The assessment was based on documented evidence of a training program and included various forms and records as well as verbal information provided by the agency.

The assessment included the following relevant documentation:

|  |  |
| --- | --- |
| Membership List |  |
| Certificates of competence |  |
| Training records |  |
| Training calendar |  |
| Equipment summary |  |
| Equipment order  |  |
| Other |  |

*\*There is no requirement for documentation reviewed during the Inspection to be attached to this report.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Inspection details** | **Compliant** | **Partially Compliant** | **Not Compliant** | **N/A** | **Comments** |
| **6.1 Rescue crew** |
| Procedure for call out |[ ] [ ] [ ] [ ]   |
| Crew management system (availability) |[ ] [ ] [ ] [ ]   |
| Crew competencies |[ ] [ ] [ ] [ ]   |
| **6.2 Rescue vehicle/vessel** |
| Clearly marked with the words "Rescue" |[ ] [ ] [ ] [ ]   |
| Fitted with warning devices |[ ] [ ] [ ] [ ]   |
| Complies with vehicle/vessel standards |[ ] [ ] [ ] [ ]   |
| **6.3 Rescue equipment** |
| Equipment list for GLR |[ ] [ ] [ ] [ ]   |
| Equipment list for RCR |[ ] [ ] [ ] [ ]   |
| Equipment list for VR |[ ] [ ] [ ] [ ]   |
| Equipment list for Flood Rescue:* FR In Water
* FR On Water
 |[ ] [ ] [ ] [ ]   |
| Equipment list for MR |  |  |  |  |  |
| Stowage sufficient |[ ] [ ] [ ] [ ]   |
| Maintenance records |[ ] [ ] [ ] [ ]   |
| Servicing history / records |[ ] [ ] [ ] [ ]   |
| **6.4 Operating procedures** |
| Procedures exists for safe operation of equipment |[ ] [ ] [ ] [ ]   |
| Work Health & Safety practices exist |[ ] [ ] [ ] [ ]   |

#### 4.1 Inspection

|  |
| --- |
| **6.5 Training** |
| Sufficient records to support training requirements for competencies |[ ] [ ] [ ] [ ]   |
| Training schedule to maintain skills |[ ] [ ] [ ] [ ]   |

## 5. Comments

*[Insert additional information and comments to provide the State Rescue Board of NSW greater visibility of any issues associated with this particular unit that were considered relevant by the person/s undertaking the inspection]*

## 6. Recommendation

It is recommended that the State Rescue Board of NSW ***endorse*** the accreditation of the *[insert organisation]* *[insert unit name]* unit for *[insert relevant competency]*

It is recommended that the State Rescue Board of NSW ***not endorse*** the accreditation of the *[insert organisation]* *[insert unit name]* unit for [*insert competency]* until requirements are met and a further inspection is conducted.

**Name**

**Position**

**Date**