

# How to Prepare for an Equipment Audit

To book an equipment audit [book online here with the Sailing Office](#).

## Summary

To prepare for the audit, the owner or person in charge should work through the Special Regulations which can be downloaded from the Australian Sailing website [RRS and Special Regulations 2021-2024](#). It is essential that you have all the required equipment in good working condition and if necessary, ensure that it has been serviced and/or is in date; in particular, flares, medical items, fire extinguishers, personal floatation devices (PFDs) and life rafts.

Equipment Audit forms (Categories 1 - 7) can be downloaded from the RSYS website <https://www.rsys.com.au/safety-resources>.

## Preparing for an Equipment Audit

The owner or person in charge **must** carry out an initial inspection and tick/sign the appropriate box on the form. The owner or person in charge must be on board during the inspection.

The owner's **Australian Sailing Number** and **Vessel Registration details** shall be made available to the Auditor or the Equipment Compliance form cannot be completed.

## Equipment Layout for Inspection

Please be on time for your Audit. All items required for safety inspection should be laid out prior to the Auditor coming on board. Prior preparation will significantly reduce the time taken to complete the inspection.

- Storm boards ready to be put in place.
- Sea cocks and plugs exposed, not hidden by equipment.
- Know the water and fuel capacity of your tanks.
- Fire extinguishers taken from brackets so date tags can be sighted.
- First Aid kits open and items with use-by dates visible.
- Publications and charts on chart table including copies of service certificates and any additional safety documentation, i.e., stowage plans, EPIRB registration, PFD service certificates, emergency navigation lights with batteries fitted. PFDs, harnesses, tethers, and flares laid out.
- Lifelines tightened and lashings replaced annually if applicable.

## Owners Responsibility

It is the owner's responsibility to ensure that the boat continues to comply with the category audited and that all equipment remains on the boat, is kept in good working order and is replaced or repaired as necessary. The audit only verifies that the equipment is on board at the time of inspection.