



## EQUIPMENT CHECK PROCEDURE

CVCC aims to provide and maintain suitable, fit-for-purpose club equipment, however it can be expected that due to significant regular use, or from deliberate or accidental misuse, the club equipment can become faulty and require attention.

**Use of Buzz Active equipment requires the same respect and care as that taken with CVCC equipment. Buzz Active will offer the same respect and care to CVCC equipment.**

### 1) Responsibility

Primary responsibility to look after club equipment and to report faults lies with **every club member**. There is a process in place at CVCC to assist the identification and reporting of problems with equipment. If the equipment cannot be suitably and safely repaired then it will be retired from service and carefully destroyed with considerations for the environment.

The **CVCC Equipment Officer** is responsible for organising appropriate maintenance on damaged equipment, and can recommend retirement and disposal of equipment to the committee.

### 2) Checking & Inspecting Club Equipment

Club Equipment should be checked regularly by ALL users and faults reported to the equipment officer – if in doubt users should remove the item and identify it as retired from service until it has been assessed.

**Kayaks** – all kayaks should be inspected prior to each use to ensure that no faults have developed in their everyday use that may make them dangerous to use.

- **Bungs** - All kayaks should have a working and easy to use bung. Kayaks without a bung or airbags fitted should not be used and reported to the equipment officer.
- **Footrest** – if the kayak has a footrest or pedals, if adjustable they should work and all fixings should be in place. If pedals are damaged they can be removed and any exposed parts made safe.
- **Seat and Backrest** – both should be clean and clear of any damage that would make their use uncomfortable or hazardous.
- **Main Body** – the plastic body should be free of large holes, or splits or sharp edges etc.
- **Skeg** – all skegs should work in both the up and down position, the mechanism should work and be easy to use by the kayaker.

**Canoes** – all canoes should be checked each week to ensure that no faults have developed in their everyday use,

- **Thwarts and Gunwales** – all should be clean and free from sharp edges, splinters, cracks and etc some minor damage from usage is normal and permissible.
- **Seats** – where canoes have seats, the seat should be in a good working order and have all connections to the hull in place, no sharp or protruding edges/splinters and if the cover is wicker, it should be in a good state of repair.
- **Handles** – all handles should be in place and securely attached to the hull
- **Painter Lines** – any ropes attached to the canoe must be floating rope of 8mm thickness or more and should not have any knots, taped or covered section, or surface damage
- **Buoyancy Bags** – should be inflated and should maintain their shape and size once inflated, if punctured they should be retired until repaired. All air hoses should be intact and in a good condition
- **Cords & Lines** - used to tie down buoyancy or other equipment in the canoe must be clean lines with no loops or knots, any lines that are serving no support purpose e.g. if a buoyancy bag is removed, then the lines should be removed or tied closely to the hull to avoid a trip hazard.

**Kayak & Canoe Paddles** – all paddles should be clean of splinters and other sharp edges.

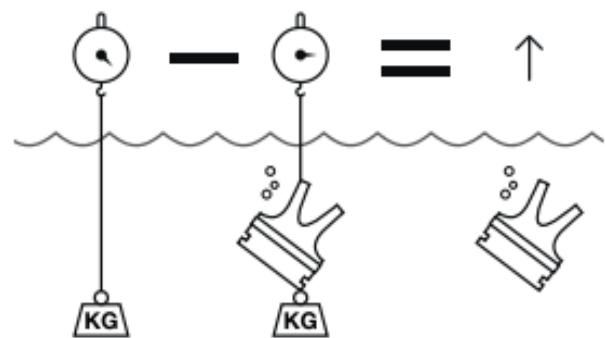
- The shaft should be straight (unless it is a crank design)

- The shaft should not display any signs of buckling, splitting or corrosion
- The connection of shaft to paddles not have any cracks or signs of splitting,
- Canoe paddle handles should be clean from splinters or other damage and if a t-grip – should be properly and securely attached to the shaft.

**Buoyancy Aids (PFD)** – all buoyancy aids should be inspected prior to each use for faults. If any cause for concern is identified the PFD should not be used & reported to the equipment officer.

- **Zips & Buckles** - Fastening zips are free from corrosion, free to slide and can be fully opened. Buckles have no broken parts, lock closed and open as intended. Straps are free to slide and webbing is free from tears, snags or unravelling
- **Damage & Wear** - Check for tears in the fabric or broken stitching, especially around strapping and closures. Check for excessive abrasion that might result in the shell structure of the garment failing.
- **Fading** - Check for significant fading, as this may indicate a deterioration of the strength of the materials.
- **Foam** - Check the foam fit. If loose, this indicates deterioration of the foam and loss of floatation.
- **Buoyancy Aid Testing** – A 10% sample of PFDs of the same batch, model & age should be tested annually. Should less than 100% pass all PFDs of the same batch should be tested.

- 1 Attach your weight to the scale with the rope and dunk it underwater. Take a reading from the scale.
- 2 Attach the weight to your PFD and then to the scale with the rope. Dunk it underwater and wait for any trapped air bubbles to escape. Take a reading from the scale.
- 3 Subtract measurement 2 from measurement 1 to get your PFD's floatation in kg force. Multiply this by 9.8 to convert kg to Newtons and you have the PFD's buoyancy in Newtons.



## Helmets

- Surfaces should be clean and free from large dents, scratches or splinters
- When squeezed in all directions a helmet should show no signs of cracks, rippling or other surface defect that could compromise the helmets ability to withstand impact
- All straps should be free from damage and all clasps should be intact and should not be able to be pulled apart without deliberate operation of the clasp in the correct fashion,
- All internal adjustments should be intact and able to be moved and hold position when adjusted

## Cagoules & Bibs

- Fabric should not be torn, or have any shreds etc that could catch on objects
- All sewn seams should be intact and clean
- If the Cag/Bib has waist or other pull cords, they should be intact, should not be knotted or display any damage that would make wearing the Cag/Bib difficult, uncomfortable or provide a potential snag hazard.

**Throwlines & Towlines** –Throwlines must only be checked by a club member who has attended coach training & Whitewater Safety and Rescue or Foundation Safety Rescue courses. IF there is ANY DOUBT about the capability of a throwline to do its job – it should be immediately retired from use.

- All club throwlines and towlines should carry suitable CVCC identification.
- Throwlines should be checked for rope damage along their length
- Lines should be properly secured inside the bag,
- Bags should be clean and free from surface damage,
- Rope or straps at the bottom of the bag should follow the clean-line principle and be fit-for purpose
- Towlines should be clean and free from signs of damage to the lines, connections and metal or plastic clips inside

- Towline belts should have no damage to fabric or clasps, and clasps should be able to be released quickly and safely with one hand (i.e. toggle should be in place and undamaged)

**Other non-personal Equipment** – the club has items of equipment including buoys, balls, canoe poles, whistles, hoops, goals and etc – if any items is obviously showing signs of wear that requires repair – the item should be retired from service and assessed.

### 3) RETIREMENT / DISPOSAL

If it is agreed on recommendation by the equipment officer that items of equipment are not safe for use they must be retired and destroyed, the item must:

- be deliberately damaged so that it cannot be used by others
- be retained in a separate and secure area so that it cannot be re-used once the decision has been made to retire the item
- be disposed of responsibly, this can include careful disposal of plastic kayaks and equipment for shredding and recycling.
- Any item identified for disposal **MUST NOT** be given to any paddler or non-paddler (CVCC could be held liable for any accident or damage incurred from that item after it leaves CVCC) All items marked for destruction must be made impossible to use before removal from stock e.g. damaged kayaks should be cut in half! Faulty Buoyancy Aids should be cut in half and straps cut.

### 4) ANNUAL EQUIPMENT AUDIT & INSPECTION

It is expected that before the Spring/Summer Season starts, a thorough equipment audit and inspection is carried out. The stocktake should:

- consolidate all records of equipment owned by CVCC
- identify faulty or worn out equipment and where possible make arrangement for repair or replacement
- where necessary replace identification stickers, tags or markings
- clean all equipment
- Test all Buoyancy Aids in the approved process as detailed above.
- Arrange safe and careful disposal of any equipment that is to be permanently retired

**Reminder – ALL club members are responsible for the protection and careful use of club equipment. The equipment officer is the appointed committee member to facilitate the club equipment process and ensure appropriate compliance with Health and Safety practice, and considerate disposal of equipment.**