|  |  |  |
| --- | --- | --- |
| **Equipment Officer:**  | **BG** | **Date: 27/12/2018** |
| **Chair:**  | **SC** | **Date: 30/12/2018** |

**Equipment Record Keeping:**

A list of all the club equipment will be kept by the equipment officer. The aim will be to include for each item: a description, an item number, year purchased, new value and estimated depreciated value and storage location. This list will form the basis for the kayak store insured value. This list will be ideally updated as equipment is purchased and scrapped. As this is difficult to manage, especially for lost items, the list will be updated as detailed below.

**Equipment Maintenance:**

An annual audit will be carried out over the winter period. The following checks will be carried out:

1. Spray decks and their grab loops will be visually inspected.
2. All kayak grab loops, air bags, seats, footrests, backrests and overall condition will be visually checked.
3. Buoyancy aids will be checked visually and checked to ensure a whistle is secured. They will be float tested to ensure they still provide the minimum required buoyancy (50N for adults).
4. Paddles will be visually inspected.
5. Helmets and their straps will be visually inspected. Helmets used outside more than 10 years old will be scrapped.
6. Other items of equipment will be visually checked.
7. Trailer serviced and breaks checked.

Equipment list updated to show that each item of equipment has been inspected

**Damaged Equipment:**

An area in the rear container (where open canoes are stored) will be allocated for equipment that either needs repairing or scrapping. If too large to relocate a notice will be placed on it. A coach depositing equipment there will inform the Equipment Office what was removed from service and why.

This policy will be reviewed in January 2022.