

POLICY**COM.14.2016**

TITLE:	National Equipment Auditor Scheme
KRA:	
RELATED POLICIES:	
RESPONSIBILITY:	Sailing Services
DATE CREATED:	1 September 2013
DATE LAST REVIEWED:	August 2016
NEXT REVISION DATE:	August 2018
DRAFTED BY:	Glen Stanaway
APPROVAL:	National Safety Committee
ATTACHMENTS:	

This scheme provides requirements for the appointment of National and Club Equipment Auditors (NEA and CEA) who may audit the equipment carried by a racing yacht against the requirements of the Australian Sailing Special Regulations (SR). The scheme will provide a system for Clubs to nominate members for accreditation by Australian Sailing as NEA's or CEAs and for Clubs/Organising Authorities (OA) to appoint NEAs to audit boats for Category 1 to 7 races and CEAs to audits boat for Category 3 to 7 races.

1. The National Safety Committee (NSC) will oversee the implementation of this Policy.
 - 1.1. Minor changes or interpretations to this Policy may be approved by the NSC.
 - 1.2. Significant changes or interpretations shall be approved by the Australian Sailing Board.
2. Australian Sailing will:
 - 2.1. Develop auditor training resources which may be updated on a periodic basis to reflect amendments to the Special Regulations or changes in auditing practices;
 - 2.2. Provide administration resources to facilitate the accreditation process;
 - 2.3. Provide auditing resources to be used by EAs;
 - 2.4. Identify and appoint Senior National Equipment Auditors.
3. The NEA Scheme shall be administered by Australian Sailing in accordance with this Policy, including:
 - 3.1. Delivery of EA training;
 - 3.2. Authorising assessors for NEA nominees;
 - 3.3. Seeking EA nominations from affiliated Clubs;
 - 3.4. Accrediting EAs including:
 - 3.4.1. NEAs to perform Category 1 to 7 equipment audits;
 - 3.4.2. CEAs to perform Category 3 to 7 equipment audits;
 - 3.5. Identification and appointment of Senior NEAs;
 - 3.6. Referring the non-performance of an EA to the nominating Club.
4. Each Senior NEA is appointed to:
 - 4.1. Support Australian Sailing in recruitment and training of NEAs and CEAs;
 - 4.2. Facilitate periodic discussion between EAs in the Senior NEA's region;
 - 4.3. Act as a primary contact point for Clubs on auditing matters;
 - 4.4. Act as a liaison between other EAs in the given region and Australian Sailing.

5. Australian Sailing shall maintain an Equipment Auditor Committee (EAC) of which all Senior NEAs shall be members.
 - 5.1. The EAC Chair will be appointed by the NSC and may be a member of the NSC.
 - 5.2. The EAC will meet by periodic teleconferences or face to face meetings as determined by Australian Sailing in consultation with the EAC Chair.
 - 5.3. Regional committees or workshops of Senior NEAs may be held on a region by region basis as determined by the EAC Chair in consultation with Australian Sailing.
6. EAs may be accredited for up to four years from the date of accreditation.
7. For first accreditation as an NEA, nominees shall:
 - 7.1. Be a member of an affiliated Club and Australian Sailing;
 - 7.2. Be nominated by an affiliated Club;
 - 7.3. Have participated in Category 1 or 2 races;
 - 7.4. Attend a NEA seminar;
 - 7.5. Pass the NEA exam;
 - 7.6. Be successfully assessed by Australian Sailing performing a Category 1 or 2 audit;
 - 7.7. Agree to abide by Policy COM.15.2016 Equipment Auditor Code of Conduct.
8. For reaccreditation as a NEA, nominees shall:
 - 8.1. Be a member of an affiliated Club and Australian Sailing;
 - 8.2. Be nominated by an affiliated Club;
 - 8.3. Have conducted eight Category 1, 2 or 3 audits in the last four years;
 - 8.4. Agree to abide by Policy COM.15.2016 Equipment Auditor Code of Conduct.
9. For first accreditation or reaccreditation as a CEA, nominees shall:
 - 9.1. Be a member of an affiliated Club and Australian Sailing;
 - 9.2. Be nominated by an affiliated Club;
 - 9.3. Attend a CEA seminar;
 - 9.4. Pass the CEA exam (for first accreditation only);
 - 9.5. Agree to abide by Policy COM.15.2016 Equipment Auditor Code of Conduct.
10. The nominating Club shall:
 - 10.1. Provide reasonable travelling, living and accommodation expenses in accordance with Policy SPO.12.2011 Officials Expense Reimbursement;
 - 10.2. Be responsible for necessary insurances for the conduct of the EA;
 - 10.3. Retain the original copy of the completed audit form.
11. Organising Authorities may require an audit to be completed by an EA and it is recommended that this be included in the Notice of Race.
12. The boat owner or person in charge shall provide a copy of the completed audit form to the Organising Authority if required by a Notice of Race.