

POLICY**COM.15.2016**

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| TITLE: | National Equipment Auditor Code of Conduct |
| KRA: | |
| RELATED POLICIES: | |
| RESPONSIBILITY: | Sailing Services |
| DATE CREATED: | 1 September 2013 |
| DATE LAST REVIEWED: | 1 September 2016 |
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| DRAFTED BY: | Glen Stanaway |
| APPROVAL: | National Safety Committee |
| ATTACHMENTS: | |

This policy provides a Code of Conduct for Equipment Auditors (EA) accredited in accordance with the National Equipment Auditor Scheme.

1. ACCREDITATION

- 1.1. An EA is accredited under an Australian Sailing Policy COM.14.2016 Equipment Auditor Scheme which all EAs should familiarise themselves with.
- 1.2. A National Equipment Auditor (NEA) is accredited to perform Category 1 to 7 equipment audits.
- 1.3. A Club Equipment Auditor (CEA) is accredited to perform Category 3 to 7 equipment audits.
- 1.4. Accreditation provides for interstate portability of the Equipment Compliance Form (ECF) for all Categories.

2. STATUS

- 2.1. An EA does not act on behalf of and is not a representative of Australian Sailing.
- 2.2. An EA is nominated by a Club and once accredited is the representative of that Club for the purposes of conducting equipment audits.
- 2.3. When conducting an equipment audit, the EA must act in accordance with the rules, dress codes and legal requirements of the Club/OA and this Code of Conduct.

3. EA PRESENTATION & CONDUCT

- 3.1. An EA must dress appropriately for the conditions and circumstances, owner's expectations, and meet the safety requirements of the audit location.
- 3.2. An EA has the role of confirming that an owner has demonstrated compliance with the Australian Sailing Special Regulations at the time of the audit.
- 3.3. An EA must act in a cooperative and helpful manner with the owners or crew.

4. AUDITS

- 4.1. An EA must apply full and conscientious attention when completing an audit as the signed Equipment Compliance Form (ECF) may be used by a Club/OA as evidence of a boat's compliance with the relevant Australian Sailing Special Regulations at the time of the audit.

- 4.2. An EA must have a thorough knowledge of the Australian Sailing Special Regulations and up-to-date their knowledge of Interpretations and Amendments issued by Australian Sailing from time to time.
- 4.3. Prior to conducting an audit, the EA shall check if the audit is required for a specific race. If so and if the race documents are available, the EA shall be familiar with the Notice of Race or Sailing Instructions to the extent of the additional items of equipment which are required for the race.
- 4.4. Where defects or omissions of equipment are discovered during the audit, the EA should not complete the full audit and may hand a noncompliance list to the owner. The owner may arrange with the EA a time to complete the audit.
- 4.5. The ECF issued by Australian Sailing is to be used for the audit. It is the responsibility of the EA to fully and accurately complete the form.
- 4.6. The Equipment Audit must be carried out in the presence of the owner or the owner's representative.
- 4.7. EAs should not finalise another EA's incomplete audit or review another EA's ECF.

5. EA & CLUBS

- 5.1. The EA is subject to the direction of the Club/OA but acts independently as to the meaning and compliance by an owner with the Australian Sailing Special Regulations.
- 5.2. The EA shall report a noncompliant or incomplete audit to the Club/OA.

6. EA & OWNERS

- 6.1. An EA has no independent right to board a boat and does so only at the invitation of the owner or owner's representative present.
- 6.2. If the invitation is declined or withdrawn during an audit, the EA shall leave the boat immediately and may report the audit as declined.
- 6.3. It's the owner's responsibility to have the boat prepared for audit with equipment laid out, all paper certificates of compliance with Standards available, and sufficient crew to facilitate a prompt and orderly audit. The owner must have pre-checked and completed the ECF. If the boat is not presented to the EA's satisfaction, or equipment is not on board, the EA should allow a reasonable time for the boat and equipment to be presented. If not presented within that time the EA should note the audit as declined or incomplete.
- 6.4. A role of the EA is also to help and guide the owner to achieve compliance. The EA's skill, knowledge and experience may be used to help an owner to achieve compliance.

7. DISPUTES

- 7.1. Where a dispute arises as to the meaning of, or compliance with, an Australian Sailing Special Regulation which cannot be satisfactorily resolved to the owner's satisfaction, the dispute is to be referred to Australian Sailing so as to achieve a consistent and national application of the resolution.
- 7.2. Any party may refer the matter to Australian Sailing for an Interpretation in accordance with SR 1.01.5 and Policy COM.13.2016 Determining and Issuing Interpretations to the SR.
- 7.3. The EA must not complete the ECF until the dispute is resolved or may choose to report the Audit as incomplete, noncompliant or declined.