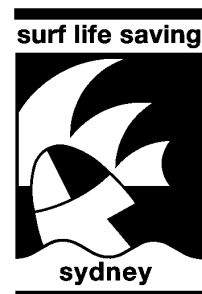


# STANDARD OPERATING PROCEDURE

No: A.1

Title: SLSS SOP numbering system

Date: 14<sup>th</sup> November 2005



<b>Scope</b>	This Procedure applies to all procedures created as part of the Lifesaving SOP manual
<b>Purpose</b>	To define the numbering system when procedures are produced
<b>Introduction</b>	The numbering system has been developed so that a systematic numbering system can be allocated for all procedures.
<b>Activation</b>	A number is allocated by the manager of the SOP Manual. A New section can be created by the Administrator
<b>Operation</b>	Numbers are allocated based upon whether the procedure is based upon Lifesaving or Education. Sub numbers are based upon order of allocation.  To determine the process number, add numbers sequentially from the highest order to the lowest order.
<b>Communications</b>	Procedure numbers are defined upon request
<b>Training</b>	
<b>Additional information</b>	Refer to the attached numbering system and index
<b>Review</b>	The Director of Lifesaving will review this policy annually.
<b>Change History</b>	14/11/2005 - created by GD
<b>Attachments</b>	Index

**SLSS Index of numbers**

<b>Major Heading</b>	<b>Next Section</b>	<b>Sub Section</b>	<b>Description</b>	<b>Date Issued</b>
<b>A</b>			<b><i>Operation of the SOP</i></b>	
	<b>1</b>		<b>Index of numbers</b>	
	<b>2</b>		<b>Templates</b>	
		1	SOP	
		2	Circular	
		3	Memo	
		4	Agenda	
		5	Minutes – BOL	
		6	Minutes - SOG	
<b>B</b>			<b><i>Operations of the Board</i></b>	
	<b>1</b>		<b>Board of Lifesaving</b>	
		1	SLSS Rules	
		2	SLSS By-Laws	
		3	Notices of Meetings	
		4	Agenda	
		5	Minutes	
		6	Annual Meetings	
		7	Equipment Loan Form	08/09/2006
		8	Conduct An Internal Audit	08/09/2006
<b>B</b>	<b>2</b>		<b>Board of Assessors</b>	
		1	Application & Re Endorsement Forms	
		2	Members list	
		3	Assessors in-service / proficiencies	
		4	Start of season information (Assessor Information)	
		5	During season reminders	
		6	Uniforms	
<b>1</b>			<b><i>Lifesaving &amp; Patrols</i></b>	
	<b>1</b>		<b>Lifesaving</b>	
		1	Patrols – General	08/09/2006
		2	OH&S and Accidents	
		3	After Hours rescues	08/09/2006
		4	Reporting to Surfcom	08/09/2006
		5	Logbooks	08/09/2006
		6	Incident reporting	08/09/2006
		7	Surveillance	08/09/2006
		8	Beach Closed	08/09/2006
		9	Shortage of Numbers	08/09/2006
		10	Issues and Defaults	08/09/2006
		11	Minimum requirements	08/09/2006
		12	SLSNSW PSA	08/09/2006
		13	Water safety requirements	08/09/2006
		14	Helicopter	15/11/2006
		15	Breach of the Peace	08/09/2006
		16	Shark Patrol Procedures	20/12/2006
	<b>2</b>		<b>SurfCom Sydney</b>	
		1	Training	
		2	Membership	
		3	Operations – start of day	
		4	Operations – end of day	
		5	Operations - maintenance	
		6	Operations – record keeping	
		7	Communications	
		8	Rosters	
		9	Request for Use of RWC Craft for Events	25/9/06

	<b>3</b>		<b>RWC</b>	
		1	Training	
		2	Membership	
		3	Operations – start of day	
		4	Operations – end of day	
		5	Operations - maintenance	
		6	Operations – record keeping	
		7	Communications	
		8	Rosters	
		9	Request for Use of Craft for Events	
		10	Operation of Craft at Waverley Beaches	7/03/2007
		11	Communications during operations at Waverley Beaches	7/03/2007
	<b>4</b>		<b>Duty Officers</b>	
		1	Training	
		2	Membership	
		3	Operations – start of day	
		4	Operations – end of day	
		5	Operations - maintenance	
		6	Operations – record keeping	
		7	Communications	
		8	Rosters	
	<b>5</b>		<b>Patrol records</b>	
		1	Patrol Hours records & variances	
		2	Default recording	
		3	PSA returns	
		4	SLSS efficiency checks	08/09/2006
	<b>6</b>		<b>Gear Inspection</b>	
		1	Inspection Lists	08/09/2006
		2	Inspection process	08/09/2006
	<b>7</b>		<b>Peer Support Officers</b>	
		1	Peer Support Activation Procedure	07/01/2008
<b>2</b>			<b>Education &amp; Assessment</b>	
	<b>1</b>		<b>Facilitated Awards</b>	
		1		
		2	Facilitated Course Registration Form	08/09/2006
		3		
	<b>2</b>		<b>SLSA Awards</b>	
		1	SLSS Awards Procedure	08/09/2006
		2	Single Day Attendance Sign on Sheet	08/09/2006
		3	Multi Day Attendance Sign on Sheet	08/09/2006
		4	SLSS Award Processing for Clubs by Branch Office	26/09/2007
	<b>3</b>		<b>Proficiencies</b>	
		1	SLSS Proficiency Procedure	08/09/2006 11/09/2007 updated
		2	SLSS Proficiency Test Work Card <b>Card has been replaced by SLS NSW 07</b>	08/09/2006
		3	SLSS Proficiency Date Request	08/09/2006
		4	SLSS Proficiency Processing for Clubs by Branch office	26/09/2007
	<b>4</b>		<b>General</b>	
		1	Education Appeals Process	08/09/2006
		2	Trainee Assessors Assessment Procedure	08/09/2006

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**Distribution :**

Clubs

Club Captains

Groups (ORB, RWC, Surfcom)

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