



LIFESAVING SOCIETY
The Lifeguarding Experts

AQUATIC SAFETY MANAGEMENT SERVICES

"If it is foreseeable it is preventable."

AUDIT PROCESS

The Comprehensive Audit will include a series of SEE inspections (lifeguard scanning evaluations), an on-site evaluation of the operation of selected aquatic facilities, a review of supplied literature and interviews of selected personnel. The onsite inspection will be conducted on a date that is convenient for all parties.

Affiliate Responsibilities

- Contact the Lifesaving Society BC & Yukon Branch and complete an Aquatic Safety Audit Program Request Form.
- Identify the scope of the Aquatic Safety Audit to be undertaken.
- Meet with the Lifesaving Society Program Manager to establish a date(s) for the Aquatic Safety Audit and to discuss any specific areas of concern or focus for the Audit.
- Complete the Audit Service Contract.
- Submit all documents identified by the Chief Auditor at least one month before the Audit.
- Assign a facility liaison for the Aquatic Safety Inspector to access for the duration of the Audit.
- Assign staff for interviews.
- Review Aquatic Safety Audit Program Audit Day Schedule
- Review the completed Draft Report with 30 days.

Aquatic Safety Chief Auditor Responsibilities

- The Chief Auditor is assigned by the Lifesaving Society Program Manager.
- The Chief Auditor then
 - selects their Audit team members
 - Reviews all documents submitted by the client in advance of the on-site Audit.
 - Meets with the facility liaison for a tour of the facility before the on-site visit.
 - Works with the facility liaison to establish an Audit Day Schedule.
 - Conducts the audit; the facility liaison will accompany the team and provide access to specific areas such as the mechanical and chemical storage rooms.
 - Provides a completed draft report to the Program Manager by the agreed upon date.

BC & Yukon Branch

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- o Meets with Program Manager and owner/owner's agent to share results of the draft report

RESULTS & RECOMMENDATIONS

The results of this audit will be recorded as recommendations in a detailed safety audit report. This report will contain analysis and recommendations with a summary statement of operating standards and recommendations sorted into four categories at three different priority levels.

Following a topical or comprehensive Aquatic Safety Audit, the Lifesaving Society produces a confidential report which evaluates and reports on the conditions of the facility at the time of the inspection and identifies facility operation concerns. Allow at least eight (8) weeks for completion of the audit report from the time of the site visit.

The report includes recommendations for the implementation of solutions for the concerns identified in the audit. After the audit, Lifesaving Society support is available to assist with implementing or developing solutions suggested by the Audit.

Once completed, it is the responsibility of the owner/operator to implement recommendations based on internal factors such as budget and perceived priority. The Lifesaving Society and the audit team members take no responsibility for facility management's action on the recommendations. A six-month follow-up visit by the audit team can be performed upon request.

AUDIT COST

Clients requesting a safety audit service enter into a contract with the Society. The contract stipulates the scope of the review and the type of report desired. Fees vary depending on these and other variables. Audit team expenses (meals, accommodation, transportation, etc.) are not included in these charges. For a free estimate, contact Cheryl Sibany, Manager of Safety Services, cheryls@lifesaving.bc.ca or 604.299.5450.

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