

NQUEC ACTIVITY ORGANISER CHECKLIST

This checklist can be used for all three NQUEC trip types (self-contained, chartered, and ad-hoc) by completing those checklist items applicable to your particular activity. Refer to *NQUEC Policy Document – Defining a Club Sanctioned Activity* on the NQUEC website for explanations of trip types, obtaining club sanction, and insurance requirements. For clarification or assistance with any checklist item, seek assistance from the NQUEC management committee

<input type="checkbox"/> Passenger Manifest:	Construct a passenger manifest or participant list (as applicable).
<input type="checkbox"/> Membership Status:	Ensure all participants are current NQUEC financial members. <u>Note:</u> For dive trips, diving members intending to undertake either SCUBA or snorkel diving must also hold a current AUF QLD membership and insurance policy.
<input type="checkbox"/> Contact Details:	Collect contact details for each participant, and ensure they have your contact details.
<input type="checkbox"/> Trip Timeline:	Develop a realistic timeline for the trip and inform participants of meet time, location, duration, and expected return time. Provide a map (or detailed instructions) of the meeting place for first time participants.
<input type="checkbox"/> Club Gear:	Liaise with the NQUEC Equipment Officer and establish what club gear is required for the trip (diving, camping, safety). If necessary, construct a gear list and organise a suitable date and time for collection. For gear subject to servicing intervals (such as the air compressor), confirm it is within service date and ready to use. Ensure all compressor operators have undergone equipment induction, or plans are in place to conduct induction during the trip, (refer to the compressor documents on the NQUEC website). Work out transport arrangements and responsibilities for the gear.
<input type="checkbox"/> Dive Gear:	Advise participants of the expected style of diving planned, and indicate what each diver needs in terms of tanks, weights, safety gear, type of wetsuit, lighting, spare gear, etc.
<input type="checkbox"/> Individual Gear:	For first time participants, develop some recommendations for individual equipment specific to the area and type of trip. For items of a communal nature, encourage participants to nominate which communal items they can offer to bring so as to avoid bringing unnecessary gear.
<input type="checkbox"/> Covid Plan:	Distribute a copy of the <i>NQUEC Covid Safe Guide</i> to participants (available on the NQUEC website).
<input type="checkbox"/> Tide Timings:	Distribute a copy of the relevant tide forecast to participants.



<input type="checkbox"/> Travel Plan:	If travel to the activity area or meeting place is expected to exceed 2 hours, develop a simple travel plan incorporating recommended route and rest stops, and distribute to participants.
<input type="checkbox"/> Risk Assessment:	Conduct a formal Risk Assessment (RA) for the activity using the AUF QLD Risk Assessment template, and submit it to the NQUEC management committee for review and approval. Once approved, distribute the RA to participants. <u>Note:</u> A formal RA is only required for self-contained trips.
<input type="checkbox"/> Trip Payment:	Establish the expected trip cost and advise participants, including details such as use of the NQUEC bank account or payment direct to the skipper or business, as well as any requested transaction reference and due-by date.
<input type="checkbox"/> Weather Forecast:	Monitor weather forecast during the preceding week, and define a cut-off point for the trip to either go-ahead or be cancelled, e.g. a forecast exceeding 20kts or a BOM issued strong wind warning. <u>Note:</u> For chartered trips using a commercial operator, the cut-off point will often be decided by the skipper or business operator in accordance with their own policies.
<input type="checkbox"/> Trip Confirmation:	For self-contained trips, review the weather forecast on the day prior to scheduled departure, and either confirm or cancel the trip in line with the defined cut-off point, then advise participants. For chartered trips, contact the skipper prior to scheduled departure (in line with their own policy) to confirm the trip and timings, then advise participants.
<input type="checkbox"/> Emergency Contact:	During the trip, ensure sufficient charge for your mobile phone (e.g. generator, power pack, solar blankets, etc), and exchange contact details with the skipper (if applicable). Keep contact details for emergency services specific to your area readily available (e.g. listed within the RA).
<input type="checkbox"/> Safety Gear:	Identify a suitable area to locate the safety gear (i.e. is prominent, out of direct sun, easy to access) and advise participants where it is.
<input type="checkbox"/> Dive Log Sheet:	Make the <i>NQUEC Dive Log Sheet</i> available and encourage its use for diving (both SCUBA and snorkel) as well as for swimming, and establish a system to provide surface watch.
<input type="checkbox"/> Risk Controls:	Monitor the effectiveness of risk controls during the activity (i.e. diving slack-water, dive log sheet, surface watch, etc.) and make adjustments where appropriate.