

# Temporary Course – Inspection Report

*This form is to be completed by the Track Inspector and forwarded to the Relevant Controlling Body.  
Please ensure all sections are filled in correctly.*

Applicant / Licensee	Applicants position				
Club / Promoter name					
Postal address of Club/Promoter					
Contact telephone number	Email:				
Name of the track / venue					
Full address of track					
Track GPS co-ordinates	Refer item 3.2 Track Standards				
Track direction	Clockwise		Anti-clockwise		Both
Application type	New License		Renewal		Variation to existing License
Type of inspection	Major		Minor		Temporary
Track map provided and accurate	Refer item 2.5 Track Standards		YES		NO
Disciplines to be used at track					

**The following Track Inspector has been appointed by the RCB to inspect this track**

Track Inspectors' Name		
MA Licence number	Expiry date	
Date of inspection		

**The following Track Representative was present during the inspection of this track**

Name	Position	
Signature of Track Representative	Date	

**Track Inspectors must be approved by MA and meet any requirements as prescribed by MA or the RCB from time to time. Track Inspectors assess tracks for the purpose of providing this Inspection report to the RCB. Track inspectors do not provide advice to Track Operators or Promoters in regard to legal or regulatory compliance. During the Inspection, the Track Inspector must be accompanied by a representative of the Track Operator. Refer to Section 2 "Track Inspections" of the Track Standards for further information.**

*A copy of this report, plus any further recommendations from the RCB shall be provided to the Applicant with the Track License documentation.*

### Inspection Guideline

<b>Satisfactory</b>	The item complies to the Track Standards	= tick 1
<b>Unsatisfactory</b>	The item does not comply with the Track Standards - <b>a T.R.A must be completed</b>	= tick 2
<b>Not Applicable</b>	The item does not apply to this track or is not required	= tick N/A

*I have examined the following areas where they are applicable to the track. The items that are satisfactory are listed in column one (1). Items listed in column two (2), are not satisfactory may require action before licensing is approved.*

<b>Please place a tick in the relevant box identified as Satisfactory (1), Unsatisfactory (2) or Not Applicable (N/A)</b>				
<b>Section #</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>N/A</b>
<b><u>MINIMUM OPERATIONAL STANDARDS</u></b>				
4.1	<b>Emergency Procedures:</b> EMP Sighted,			
4.2	<b>Safety for participants during a meeting:</b> refer to Track Operator and/or Promoter			
4.3	<b>First Aid:</b> Medical and First Aid requirements for this discipline			
4.4	<b>Fire Precautions:</b> must be adequate in all areas			
4.5	<b>Provision of Fuel:</b> minimum standards for “suppliers” of fuel			
4.6	<b>Environment:</b> refer to local and MA policy			
4.7.1	<b>Paddock Area &amp; Track Access:</b> Paddock for participants.			
4.7.2	<b>Paddock Area &amp; Track Access:</b> Flat, access, signage and fencing			
4.7.3	<b>Paddock Area &amp; Track Access:</b> Adjacent fencing			
4.7.4	<b>Paddock Area &amp; Track Access:</b> Waiting/Collecting area.			
4.7.5	<b>Paddock Area &amp; Track Access:</b> Multiple circuit waiting/collecting areas.			
4.7.6	<b>Paddock Area &amp; Track Access:</b> Extra paddocks or refuelling points.			
4.7.7	<b>Paddock Area &amp; Track Access:</b> Emergency vehicle access routes.			
4.8	<b>Legal and Regulatory Compliance</b> (refer to Track Operator and/or Promoter)			
4.9	<b>Notices to the public:</b> Fixing, public roads, spectators, disabled and literacy issues.			
4.9.1	<b>Notices to the public:</b> Warning to the Public notices			
4.9.2	<b>Notices to the public:</b> Prohibited Area notices.			
4.9.3	<b>Notices to the public:</b> Warning notices, Alcohol in Pit area.			
4.9.4	<b>Notices to the public:</b> Animals and Guide Dogs			
4.9.5	<b>Notices to the public:</b> Pit Area – Riding, Smoking, Footwear and directional signs			
4.9.6	<b>Notices to the public:</b> Suggested additional signage			
4.10	<b>Rider Information Signs:</b> Track plan, emergency routes, first aid posts, toilets etc.			
4.11	<b>Landline / Mobile telephone</b>			
4.16	<b>Track Control - Light Systems</b>			
4.17	<b>Parking</b>			
<b><u>TEMPORARY COURSE MODULE STANDARDS</u></b>				
13.1.1	<b>Applications - Track Map/s</b>			
13.2	<b>Track layout:</b> design for all grades of riders, safety, minimal stops/starts			

13.3	<b>Track Markers:</b> must comply with ALL requirements			
13.4	<b>Track Density:</b> calculated $N = W \times L \times 30 \pm 1$ _____			
13.5	<b>Course Preparation:</b> must comply with ALL requirements			
13.6	<b>Trials Courses:</b> must comply with ALL requirements			
13.7	<b>Controlled Crossings</b>			
13.8	<b>Spectator Areas and Signage:</b> Must be clearly marked and displayed			
13.9	<b>Paddock:</b>			
13.10	<b>Parking:</b>			
13.11	<b>Lighting:</b> Lighting is to be measured at the track surface			
	<b><u>OTHER OBSERVATIONS</u></b> <i>(if relevant)</i>			
13a	<b>Toilet facilities:</b> Clean and in working order for spectators and competitors			
13b	<b>Machine Examination / Scrutineering Area:</b> Location _____			
13c	<b>Public Address System:</b> (pits / spectators)			
13d	<b>Timing Facilities:</b> Location _____			
13e	<b>Medical Centre / First aid room facilities:</b> as per MoMS			
13f	<b>Emergency Equipment:</b> Including fire prevention			
13g	<b>Marshal Flags:</b> condition, colors, amount			
	<b><u>ANY OTHER ITEMS OF NOTE</u></b> <i>(please list on separate page and attach to report)</i>			

**The Track Inspector, having completed the inspection must submit the following documents with the report:**

- A written overview of the track as seen on the day of inspection
- A dot point comment sheet describing all items listed in the report as "Unsatisfactory"
- Copies of all TRA's completed on all items listed as "Unsatisfactory"
- A photographic record of all items where TRA's have been completed
- Copies of track maps showing all features required as per items 2.5 and 13.1.1
- A photo journal (including catalogue with description of images) of entire track and relevant facilities
- Any recommendations by the Track Inspector of Special Conditions and/or restrictions to be placed on the Track License

***Please tick box to confirm that documents are attached to report.***

***I confirm that I have made a comprehensive inspection of this track, to the best of my ability and within the scope of an accredited MA Track Inspector and that this report and all supporting documentation is an accurate representation of my observations as made on the date of the inspection.***

**Name of Track Inspector:**

**Signature:**

**Date:**

On behalf of RCB    MA     MNSW     MQ     MSA     MANT     MTAS     MVIC     MWA

RCB use only		
Date Received	Report complete?	Reviewed by:
	<b>YES</b> <input type="checkbox"/>	
	<b>NO</b> <input type="checkbox"/>	

