

NZAC Course Compliance Checklist

Course:

Course Leader to please complete and send to NZAC Programme Coordinator at the end of the course.

Dates:		# of Clients:	
Course Leader:			
Additional Instructors:			

Terrain Assessment

Gather information from relevant sources, e.g. Avalanche.net, DOC, Ski Patrols and assess below:

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Weather Assessment

Gather information from relevant sources, e.g. Websites, local media, field observations and assess below:

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Terrain conditions estimated to be suitable for course to progress:

Yes

No

Weather conditions estimated to be suitable for course to progress:

Yes

No

If no, detail if course cancelled or how modified to allow safe instruction below:

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Task or action to be undertaken:	Completed: (if applicable)	Comments:
Pre-course		
Medical information compiled, special requirements noted on Risk Management Plan (RMP)	<input type="checkbox"/>	
Course RMP completed and signed by all instructors	<input type="checkbox"/>	
Terrain Assessment completed	<input type="checkbox"/>	
Weather Assessment completed	<input type="checkbox"/>	
Instructors briefed and judged as fit to work on course	<input type="checkbox"/>	
All instructors hold copy of emergency management procedures	<input type="checkbox"/>	
Course First Aid kit checked	<input type="checkbox"/>	
Field communications device(s) checked	<input type="checkbox"/>	
Intentions left	<input type="checkbox"/>	
Participant Brief:		
Environmental, hygiene and fire brief	<input type="checkbox"/>	
Associated risks disclosed and explained	<input type="checkbox"/>	
Course content brief	<input type="checkbox"/>	
Participant equipment and clothing check completed	<input type="checkbox"/>	
Transport plans and expectations explained (Helicopter brief)	<input type="checkbox"/>	
Drug and alcohol policy explained to participants	<input type="checkbox"/>	
Emergency management procedures explained	<input type="checkbox"/>	
Post-course:		
Instructors debriefed	<input type="checkbox"/>	
Communications device(s) returned to NZAC notified of loss/damage	<input type="checkbox"/>	
Medical information and consent forms destroyed unless required for an incident report	<input type="checkbox"/>	
Incident report completed and forwarded to PC (if applicable)	<input type="checkbox"/>	
Course report completed and forwarded to PC	<input type="checkbox"/>	
Course Compliance Checklist forwarded to PC	<input type="checkbox"/>	