

## P18 KARTING EVENT SAFETY INSPECTION POLICY AND CHECKLIST

Scheduled Reviewed                      Triennially or as required

Date of Board Approval                      27 January 2017                      Last Board Review: 25 November 2024

### Background and Guiding Principles

Karting Australia (KA) is dedicated to upholding the highest safety standards in Australian karting. All participants, officials, and stakeholders are required to contribute actively to creating and maintaining a safe environment at all times. Compliance with established safety protocols and regulations is mandatory for all individuals involved in Karting Activities, Races, and Events under KA's jurisdiction.

Our comprehensive Safety First and Risk Management framework is embedded in KA's National Competition Rules, Circuit Regulations, and Guidelines. This framework encompasses Mandatory Inspection and Licensing Requirements, Safety Prescriptions and Guidelines, and Maintenance Recommendations (collectively referred to as the "Safety Requirements").

KA's Circuit Regulations and Guidelines serve as the foundational requirements for Clubs in constructing, modifying, and maintaining their Circuits, as well as for Circuit Inspectors in the inspection, assessment, and licensing process of any Circuit. Circuit Inspectors are trained to exercise professional judgment when assessing permissible variations to Safety Requirements, considering local and prevailing conditions. Our State Circuit Inspectors work closely with Club Safety Officers, the National Circuit Inspector, and the National Circuit Safety Committee.

Licensing a Circuit for use in Karting Competitions and Karting Activities is contingent upon the successful completion of a comprehensive Targeted Risk Management Circuit Inspection, conducted biennially, in accordance with General Rules, Chapter 4, Rule 1:

*"d) A Track must conform to the requirements of the KA Circuit Regulations and Guidelines Requirements.*

*e) A Circuit that is not deemed to be compliant by the Circuit Inspector may not have its Circuit Licence renewed or may be 'provisionally Licenced' for a specified period of time to enable completion of required to comply with Works Orders made by the Circuit Inspector in a timely fashion to enable the Club to maintain its full Circuit Licence."*

Regular maintenance is critical to sustaining compliance with licensing requirements, as is the consistent pre-event inspection using a standardised checklist to ensure that key safety criteria are preserved even with repeated use.

All State Associations and Affiliated Clubs are required to be familiar with these Policies and to actively participate in the Karting Australia Risk Management (**KARM**) process.

### Essential Procedures That Must Be Conducted At Every Meeting

Essential procedures that must be conducted at every meeting - whether a Club Day, National Championship, or any level in between are:

1. the completion of the Karting Event, Inspection and Checklist Form in accordance with General Rules, Chapter 4, Rule 4b), and
2. the completion of the Circuit Log Book at the end of the meeting in accordance with General Rules, Chapter 4, Rule 4d).

### Pre-event Circuit Hand-Over and Certification of Licence Compliance

Prior to the commencement of a meeting, it shall be the responsibility of the Club Safety Officer, or the Club President, or the Chair of the Organising Committee for the meeting (hereafter referred to as the "Circuit Compliance Certifier") to formally "hand over" the Circuit to the Stewards of the meeting. This hand-over certifies that the Circuit is presented in a ready-to-race condition and is in full compliance with the requirements set forth in the Circuit Licence for the specific Track configuration designated for use at the meeting.



This will be achieved by signing the Karting Event, Inspection and Checklist Form for Day 1 of the meeting prior to the Pre-Event Safety Inspection. The Checklist must be completed in accordance with this Policy, verifying all requisite safety and compliance measures have been met before the commencement of activities.

### **Completion Of The Pre-Event Safety Checklist**

It is the responsibility of the appointed Stewards and the Clerk of the Course to inspect, approve, report and note that the condition of the Circuit is satisfactory to enable racing to commence at every meeting and that it remains in a satisfactory condition throughout the duration of the meeting during which Competition may be suspended until the condition of the Circuit is to their satisfaction.

### **Karting Event Inspection and Checklist**

The Karting Event, Inspection and Checklist Form, provided by Karting Australia, is designed to assist kart clubs in identifying potential hazards and risks and rectifying them, before any on-track activities begin.

### **Checklist Requirements**

The Karting Event, Inspection and Checklist Form serves as a visual tool for identifying any safety concerns before the start of on-track activities. Upon identifying a safety concern, the user must record the planned measures to address the risk satisfactorily. **Please refer to the provided procedures for further guidance.**

### **The Checklist is Compulsory.**

Karting Australia mandates that all Organisers and clubs fulfill their duty of care obligations to participants and spectators. Coverage under the Karting Australia National Insurance Program may be withheld from clubs and officials who exhibit intentional negligence or disregard for these responsibilities. Clubs are required to address all identified risks to an acceptable standard. This checklist facilitates the identification and documentation of risks and corrective actions in a clear and efficient manner.

The Karting Event, Inspection and Checklist Form must be completed by the most senior officials of the meeting (the Stewards and Clerk of the Course) before on-track activities commence each day of the meeting. Completed forms (one for each day of the event) must be returned to the issuing Permit Authority (either Karting Australia for National-level events or the State Secretary for all other State-level events), including Club meetings.

The form can be found here: [www.karting.net.au/administration/forms](http://www.karting.net.au/administration/forms)

### **Completion of the Circuit Log Book**

It is the responsibility of the Stewards to complete the Circuit Log Book at every Meeting, wherein they will include comments or recommendations on safety upgrades and/or maintenance by the Circuit Inspector, Stewards, Clerk of the Course or Club Officials.

## **Karting Event Inspection Procedures**

### **For National level events:**

1. KA will issue a copy of the Karting Event, Inspection and Checklist Form at the same time that they issue the Supplementary Regulations and the Race Permit to the organising Club.
2. The Stewards of the meeting must ensure that the Checklist is properly completed during the morning Track and surrounds inspection conducted by the Chief Steward and/or a delegated Clerk of Course or Race Director and prior to the commencement of any on-track activity for each day of the event.
3. The completed and signed checklist/s must be returned to the KA National Office along with the Stewards report and the associated race paperwork following completion of the event.

### **For State level events:**

1. State Secretaries are required to issue a copy of the Karting Event, Inspection and Checklist Form at the same time that they issue the Supplementary Regulations and the Race Permit to the organising Club.
2. The Stewards of the Race Meeting must ensure that the Checklist is completed during the morning track inspection conducted by at least the Chief Steward and Clerk of Course and prior to the commencement of any on-track activity for each day of the event.
3. The completed and signed checklist/s must be returned to your State Secretary along with the Stewards report and the associated race paperwork following completion of the event.

# KARTING EVENT, INSPECTION AND CHECKLIST FORM

Reference: Policy P18 Pre-event Safety Inspection Policy and Checklist and General Rules, Chapter 4, Rule 4b).



## Preamble and Instructions

Karting Australia (KA) is committed to ensuring the highest safety standards across all karting activities under its jurisdiction. To achieve this, all participants, officials, and stakeholders are expected to actively engage in creating and maintaining a safe environment, with strict adherence to KA's established safety protocols and regulations.

KA's Safety First and Risk Management framework, embedded within the National Competition Rules, Circuit Regulations, and Guidelines, outlines comprehensive Safety Requirements. These requirements include Mandatory Inspection and Licensing Standards, Safety Prescriptions, Guidelines, and Maintenance Recommendations. KA's Circuit Regulations and Guidelines provide essential standards for clubs in the construction, modification, and maintenance of circuits, as well as for Circuit Inspectors during licensing inspections. Circuit licensing is contingent on passing a Targeted Risk Management Circuit Inspection, conducted biennially to verify full compliance with KA's regulations.

## Declaration and Circuit Handover

Prior to the commencement of a meeting, it is the responsibility of the Club Safety Officer, or the Club President, or the Chair of the Organising Committee for the meeting (hereafter referred to as the "**Circuit Compliance Certifier**") to formally handover the Circuit to the Stewards of the meeting ("**Circuit Handover**"). The Circuit Compliance Certifier will certify to the Stewards and declare by signing this form, that the Circuit is presented in ready-to-race condition and in full compliance with the KA National Competition Rules, "Circuit Regulations and Guidelines" and the Circuit Licence for the specific Track configuration designated for use at the meeting.

### Circuit Compliance Declaration

*I, the undersigned Circuit Compliance Certifier, hereby certify that all safety and compliance measures required by the Circuit Licence, the KA National Competition Rules, and "Circuit Regulations and Guidelines" are in place. I confirm that the Circuit is presented in ready-to-race condition for the commencement of this Meeting.*

Name: \_\_\_\_\_

Position (Club Safety Officer/Club President/Chair of Organising Committee): \_\_\_\_\_

Circuit: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Checklist Must Be Completed

For every meeting, the Pre-Event Checklist must be completed by the Stewards and/or the Clerk of the Course/Race Director to identify and address any potential risks before on-track activities commence. This checklist is a vital tool in meeting KA's duty of care obligations to participants and spectators, ensuring that all safety concerns are documented and managed effectively.

**Completion of the Checklist, along with the required pre-event hand-over of the circuit by the Circuit Compliance Certifier, and confirmation that the circuit is ready for safe operation and in compliance with the Circuit Licence is COMPULSORY.**

Failure to adhere to these procedures may impact insurance coverage and the licensing status of the Circuit.

## How to complete this Checklist

Physically walk around the Track and the Circuit generally and review each item in the checklist. Based on your observations and assessment of each item, consider the following:

Consideration	Task
If the conditions are <b>NOT SAFE</b> and cannot be made safe through immediate action.	Record the risk/hazard by marking the " <b>NO</b> " column <b>AND</b> document your decisions/actions in the space provided in the checklist.
If the conditions are <b>NOT SAFE</b> but immediate actions can reduce the risk to an acceptable level.	Record the risk/hazard by marking the " <b>NO</b> " column <b>AND</b> document your decisions/actions in the space provided in the checklist.
If the conditions are <b>SAFE</b> but further actions are required, or you believe further assessment could be of benefit.	Record the risk/hazard as acceptable by marking the " <b>YES</b> " column <b>AND</b> document your proposed actions or assessments you believe should be undertaken in the space provided in the checklist.
If the conditions are <b>SAFE</b> and no further actions are required.	Record the risk/hazard as acceptable by marking the " <b>YES</b> " column.

## What do I do if a safety concern is identified?

If, during your inspection, you identify a safety concern (i.e. you marked the "NO" column), you must record your decisions/ actions in the space provided.

You may consider the following as possible actions to address the identified risk:

Possible Action	Description
Control the risk	Using signs, witch's hats, bunting or modifying the situation, you may reduce the likelihood of this risk occurring.
Avoid the risk	Removing the object this is causing the risk or delay or postpone the event may prevent the risk from occurring at all.
Transfer the risk	Provide notice to spectators or drivers via signage or waivers and ensure your insurance is up to date means that if the risk occurs you may share or transfer responsibility to a third party.
Monitor the risk	Where the risk is unlikely to occur, it is recommended you monitor the risk throughout the event for any changes in circumstance.

## Important Safety Notice:

Where a risk is identified but cannot be addressed to an acceptable level, you should seriously consider whether the event should proceed. The event should not proceed where a threat to life has been identified.

## Submitting your completed checklist:

Once completed, you must forward your checklist to your State Karting Association (with the Stewards Report) for record keeping.

The KA National Insurance Program relies upon clubs demonstrating risk management via checklists such as this. Failure to submit your checklist is a breach of the Karting Australia Policies.

# Karting Australia - Pre-Event Checklist

Please refer to the checklist instructions prior to completing this form. As you walk around the Track/Circuit, place a mark in the appropriate column as per the table below:

YES = ACCEPTABLE	NO = ACTION REQUIRED
You are satisfied the conditions are safe and acceptable for competition to commence.	You have identified a safety concern. You must record the actions you have taken to rectify the issue in the in the Actions Taken column.

Circuit: \_\_\_\_\_

Configuration: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

(DD/MM/YY)

Time of inspection

		Yes	No	Actions Taken
<b>SECTION 1: EVENT ORGANISATION</b>				
1.1	The Supplementary Regulations and Organising Permit are displayed on the Notice Board.			
1.2	The 'Essential Officials' are present and have signed on.			
1.3	The Designated Officials are present and have signed on.			
<b>SECTION 2: SAFETY and EVENT COMMAND</b>				
2.1	The Key Officials Briefing has been conducted.			
2.2	Officials' radios have been distributed and checked and are operational.			
2.3	All Fire Extinguishers are in place at all flag / light points and in paddock where required, with signs in place and extinguishers have current test tags.			
<b>SECTION 3: IN GRID, OUT GRID</b>				
3.1	KA Warning Signs and Safety Signs are in place at the Out Grid and public entrances to the property.			
3.2	Suitable Safety Structures separate the grids from the Track.			
3.3	A Mechanical Breakdown Lane has been set up when included in Regulations and is available & is suitably managed with safety structures.			
3.4	The Race Direction sign is in place and clearly visible to the drivers.			

		Yes	No	Actions Taken
<b>SECTION 4: TRACK</b>				
4.1	Circuit Compliance Certifier has confirmed that Track is configured in compliance with Circuit Licence.			
4.2	All gates in the fence are closed, secured and can only open towards the Track if needed.			
4.3	All Catch Traps are loose & difficult to walk on, free from vegetation and ready for use.			
4.4	All Safety Structures (including tyre barriers) are in place and appropriately secured together.			
4.5	The Track surface is visibly clear of hazards, obstructions and/or debris, puddles or water pooling.			
4.6	Verge on Track edge level with Track. Verges behind kerbs level with top of kerb.			
4.7	Safety Flags/Safety Lights are in place at all flag points, with enough Officials to operate them.			
4.8	Safety Light system checked for operation and visibility.			
4.9	Spectator fence behind 1LoP fence is in place at all locations and will prevent spectator access.			
4.10	“Cut-through” Track sections are closed off unless in use.			
<b>SECTION 5: FIRST AID/MEDICAL</b>				
5.1	First Aid personnel are on-site, equipped and prepared.			
5.2	First Aid radio check has been completed.			

**Commencement Declaration**

I, the undersigned, declare that I am a  Steward  Clerk of the Course  Race Director named on the Supplementary Regulations for the Meeting. I have completed the above inspection and accurately recorded all applicable safety concerns. All safety concerns identified have been addressed to an acceptable level as indicated in the “Actions Taken” column and I declare the Circuit named herein and the associated conditions (including but not limited to weather) are satisfactory for on-track activities and Competition to commence.

Your Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

(DD/MM/YY)

Time of Competition Commencement Decision

A copy of this checklist must be submitted to Karting Australia or the State Karting Association that issued the Organising Permit for the Meeting along with the Stewards Report from the Meeting. Please retain a copy of this checklist for your own records.