

Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	Club equipment storage and maintenance
Revision & date	Rev 1, 11/1/26
Owner	Club equipment officer
Purpose	Ensure that all Club equipment is in safe and usable condition. Repair or replace any equipment which is not in safe condition. Dispose of any unsafe equipment.
Lead BCAB qualification level	not applicable
Risk assessments for this activity	not applicable
Example locations	Club equipment is stored at Berwick Sailing Club, Kelso Swimming Pool and the Junction Pool container in Kelso.
Procedure	<ul style="list-style-type: none"> • Check hull & deck integrity of the sea kayaks, river and pool kayaks and open canoes • Check deck lines, hatch covers, skeg operation • Conduct buoyancy aid flotation tests, record results and mark on each BA tested • Destroy and dispose of any buoyancy aids which fail or have structural damage • Check all clothing for damage and dispose of as necessary • Check helmets for damage • Check paddles for damage • Update club equipment records • Recommend to the Club committee new or replacement equipment or disposal of surplus equipment
Activity briefing	not applicable