



Pre-Event Checklist

KNSW Pre-Event checklist procedure

This checklist is provided by KNSW. Its purpose is to assist Clubs and Officials in identifying potential hazards and risks prior to the commencement of any on-track activity.

All tracks affiliated with KNSW must have a current Track Licence and Permit to conduct karting events. The Track Licence, any required Permits and Supplementary Regulations should be on display on the Official Noticeboard. Practice Permits should also be displayed in a prominent position on the out-grid at other times.

Once a safety concern has been identified, that cannot be rectified on the day; you must record the concern on the Track Inspection Log and include this with the Stewards Report. This must list the potential risk, and any rehabilitation works or repairs required (***Photographs should also be provided***)

This checklist is mandatory

KNSW requires the Track Safety Officers, Clerk of Course and a Steward to complete a track walk prior to the commencement of each day's on-track activity. Any findings must be provided in the Stewards report to KNSW.

Officials should address all known risks to an acceptable level.

In the case of a practice event, the senior official in attendance should make the assessments and report any risk as above to the Track Inspector via the Secretary of KNSW

Insurance

The KNSW Insurance Program requires that all tracks affiliated with KNSW conform to the KNSW Rule Book and KNSW Track Licencing Standards.

Protection for Club Officials

The KNSW Insurance Program provides protection for Club Officials. It is imperative Club Officials record the track assessment at every event.

Track Walk

A track walk should be conducted prior to any race event with a view of identifying any potential hazards or risks.

An assessment of all other circuit infra structure should also be completed. E.g. tyre barriers, safety fences, scales, PA, flags, control light, fire extinguishers, timing, lap counter, noticeboard and any other equipment deemed appropriate to this section, should be in good serviceable condition prior to the event commencing.

What do I do if a safety concern is identified?

If, during your inspection, you identify a safety concern if necessary or possible immediate repairs should be carried out prior to the commencement of the event.

All required repairs should be noted on the steward's report and whether repairs have been affected or require future attention.

If the risk or hazard is of far greater concern than an immediate repair the event should not commence until those repairs have been affected.

The following are points are to be considered when identifying risks and how to manage them.

Action	Remedies
Control	Use signs, witches hats, bunting or modifying the situation, you may reduce the likelihood or the risk occurring.
Avoid	Remove the risk or delay the event to prevent the risk from occurring.
Transfer	Advise everyone in attendance via signage, waivers, PA announcement or in person
Monitor	If the risk is considered to be unlikely, monitor the risk throughout the event for any changes

Safety Risks

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

Submitting Reports

A completed Pre-Event Checklist for every day of the activity must be included with every Stewards Report.

A Track Inspection Log is only required if there are risks that can't be fixed on the day but need rectifying by a later time. This must be sent to KNSW with the Stewards Report.

The Club must also retain a copy of the Track Inspection Log, and record what rectifications have been carried out to address the identified risks.

Pre Event Checklist

This form is mandatory for each day of on-track activity

Track Name		Date	
Clerk of Course			
Chief Steward			
Track Safety Officer			

Items	Pass - <i>No action required</i>	Pass - <i>Risk Rectified</i>	Further Action Required <i>(Please note: Issues that can't be rectified on the day must be noted on the Track Inspection Log</i>	Comments
All Officials/Volunteers are present				
Essential equipment available				
Noticeboard is present and contains all required paperwork				
Correct track signage is present / in good condition				
Fire Extinguishers accessible / serviceable				
Out Grid gates in working order				
Out Grid signage in place / clearly visible				
Safety Fencing is secure / in good condition				
Catch traps are in good condition				
Tyre barriers in place / correctly secured				
Track surface is in good condition / no debris / water pooling				

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Items	Pass - <i>No action required</i>	Pass - <i>Risk Rectified</i>	Further Action Required <i>(Please note: Issues that can't be rectified on the day must be noted on the Track Inspection Log</i>	Comments
Track edging drop offs in good condition				
Track markings in place / good condition				
Safety Lights in place / fully operational				
In grid area clear of obstacles / debris				
Weigh Scales are available / operational				
Emergency vehicles access clear of obstacles				
Movement around pits clear of obstacles				
Tyre inflation equipment safe / operational				
Other				
Additional comments				

- I declare that I am an authorised Official of the event.
- I have completed the above inspection and accurately recorded all identified risks or concerns. Any risks that require action at another date have been recorded on the Track Inspection Log.
- I consider this track to be in a safe condition to proceed with the activity.

Name	
Position/Title	
Signature	



Track Inspection Log

This form is only required if the safety concern is unable to be rectified at the event.

A copy must be included with the Stewards Report and also retained by the Club.

Track Name		Date	
Clerk of Course			
Chief Steward			
Track Safety Officer			
Description of Fault/s:	Photos Provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date to be Completed			
Name		Signature	Date
Action/s - Required			
Action/s Taken			
Name		Signature	Date