



Safety Rule Interpretation or Procedure

No. SPR I7- 01

CIRCUIT INSPECTION REPORTS & LICENCING (NEW PROCESS) – FOR DISTRIBUTION TO ALL STATE ASSOCIATIONS

Date: 22 December 2017

Procedure Number	SPRI 17-01	Drafted By	Safety, Risk and Compliance Manager
Version	V1 – 22 12 2017	Approved by CEO On	December 22 2017
Implementation Date	January 1 st 2018	Scheduled Review	As Required

Background

For 12 months now, Track Inspectors (renamed to Circuit Inspectors for 2018 onwards) have been using a Targeted Risk Assessment (TRA) methodology in Circuit Inspection Reports to inspect KA licensed Tracks (renamed as Circuits for 2018 onwards). The Circuit Inspectors have all had training from KA on the TRA approach.

From January 1st 2018, the Rules along with the Circuit Construction & Safety Guide have been changed in regard to inspections and licencing. Licences will now be issued for 2 years and each Circuit is to be inspected a minimum of once within each two-year period.

Each Circuit Inspection Report and Circuit Licence will now include works that each Club will need to complete on the Circuit to maintain its Licence.

What Is the TRA and what changes are needed on Circuit Licences?

The TRA enables a more detailed Circuit Inspection Report and allows the Inspector and Club Representatives to assess risk on all Circuit features as well as establishing solutions or improvements where needed and noting these in the Report. By taking this approach, absolute clarity of needs is established and Karting is using similar methodology to that used by CAMS in Australia. A blank version of the Circuit Inspection Report is attached for reference.

When a Circuit Licence is issued, there are often works required to be undertaken over a prescribed period as a condition of the granting of the Licence. By identifying the works required with absolute clarity on the Circuit Inspection Report and referring to those Works requirements on the Circuit Licence, there is complete clarity for Clubs on what needs to be done to the Circuit and that the Licence is conditional on doing those Works.

Any Circuit Licences issued from January 1st 2018 will be for a period of two (2) years and must include the following statement: *The issuing of this Licence is conditional upon the works identified in the Circuit Inspection Report being carried out by the date specified. Any failure to carry out the identified works may result in the Licence being withdrawn.*

PROCEDURE

The attached Circuit Inspection Report has been updated for 2018 and will be circulated to KA Approved Circuit Inspectors in the coming days.

Once a KA Approved Circuit Inspector has inspected a Circuit and generated the Circuit Inspection Report, including the level to which the Circuit is approved for Competition, the inspector will send the completed Report to the respective State Office, with a copy to KA.

As the Circuit Inspection can take place at any time during the two-year Circuit Licence period, when each SKC issues a Circuit Licence, it must contain wording as follows:

“The issuing of this Licence is conditional upon the works identified in the Circuit Inspection Report being carried out by the date specified. Any failure to carry out the identified works may result in the Licence being withdrawn.”

To enable a smooth changeover to the new process, existing Track Licences may be extended until December 31st 2018 or the date of next Circuit Inspection, whichever occurs first.

For clarity, each Circuit MUST be inspected a minimum of once within a two-year window. That Inspection plus any other necessary inspections or check visits can occur at any time during the two-year time window indicated on the Circuit Licence.

Distribution To:

State Secretaries
State Circuit Inspectors
State Presidents
National Office
National Circuit Safety Committee
