Motorcycling Queensland

Event Audit Checklist

This report must be returned to MQ office within 2 weeks of the Audit taking place.

Date:	
Venue:	
Promoter:	
Name of Event:	
Type: **Discipline:**	☐ Practice ☐ Coaching ☐ Club ☐ Interclub ☐ Open ☐ Zone ☐ MX ☐ DT ☐ EN ☐ RR ☐ OT ☐ SP ☐ OTHER ……
Permit Number:	
Number of Riders:	
Audit completed by:	
Signed:	
Dated:	

Version 5 01/06/2010

MQ Event Audit Checklist

1. Key Officials:

1.1	Position	Name	Licence #	Level
	Steward			
	Clerk of Course			
	Race Secretary			
	Chief Scrutineer			
	Chief Marshal			
	Chief Lapscorer			
	Comments?			

		Yes	No
1.2	**Are all Key Officials identifiable?**		
	Uniforms		
	High Visibility vest		
	Badges		
	Licences on display		
1.3	**Describe the buildings and working conditions for key officials:**		
1.4	**Was a briefing conducted for officials or marshals?**		
	Comments?:		
1.5	**Have all officials and volunteers signed an indemnity form?**		
1.6	**Did Key Officials conduct their roles in an appropriate manner?**		
	Comments?:		

2. Event Documentation:

		Yes	No
2.1	**Is the permit for the event on display?**		
2.2	**Is the Track Licence on Display?**		
2.3	**Track Licence Number:**		
2.4	**Is the Track Plan on display?**		
2.5	**Is the Track layout consistent with the Track Plan?**		
2.6	**Are bike wash areas provided?**		
	Provide details of the area:		
2.6	**Are Supplementary Regulations available?**		
2.7	**Have all riders completed an entry form and an indemnity?**		
2.8	**Are One Meeting Licences available?**		
2.9	**If yes, what type?** ☐ Competition ☐ Recreational		
2.10	**Is this type correct?**		
	If no, please comment:		
2.11	**Are these licences correctly completed?**		
2.12	**Are licence copies correct for number of licences issued?**		
2.13	**Were results produced or published at the event?**		
	Any other comments?		

3. Conduct of Event:

		Yes	No
3.1	**Was scrutineering conducted?**		
3.2	**Number of Scrutineers?**		
3.3	**How is evidence of satisfactory scrutineering provided to riders?**		
3.4	**Are all licences checked?**		
3.5	**Is protective clothing checked?**		
3.6	**Are helmets checked?**		
3.7	**Standard of machinery inspection -** ☐ High ☐ Satisfactory ☐ Poor		
	Comments?:		
3.8	**Was Riders Briefing conducted?**		
3.9	**Were all riders present?**		
3.10	**Standard of Riders Briefing -** ☐ High ☐ Satisfactory ☐ Poor		
	Comments?:		
3.11	**Was the track inspected by key officials prior to the event?**		
3.12	**Was the standard of track preparation acceptable?**		
3.13	**Was machinery available for track maintenance during the event?**		
3.14	**Were all warning signs correctly displayed?**		
	Comments?:		

3.15 Please tick the appropriate boxes and comment on the following aspects of the Track where relevant:

	Item	**Satisfactory**	**Unsatisfactory**
A	**TRACK SURFACE/LAYOUT** Run-offs		
B	Fences/Walls		
C	Barrier protection		
D	Track markings		
E	Starting mechanism		
F	Starting line width conforms to standard		
G	Pit entry/exit		
H	Emergency access		
I	Spectator control fencing		
J	Lighting (if required)		
K	Public amenities (Stands toilets etc)		
Comments?:			

Points to consider:

1. Track – Quality of surface construction of jumps, dust, excess water
2. Run-offs – evenly graded run-offs clear of obstacles and holes
3. Fences/walls – correct minimum height with no gaps/holes or extrusions
4. Barrier protection – bags/buffers tied together, no gaps under railings, no obstacles (eg vehicles) within 5 metres
5. Track markings – must be clear
6. Pit entry/exits – control of these points critical
7. Emergency access – vehicle access to parts of circuit
8. Lighting – sufficient standard
9. Public amenities – stands/toilets safe and hygienic

		Yes	**No**
3.16	**What was the condition of the track?**		
	Comments?:		
3.17	**Were riders invited to inspect the track prior to the event?**		
3.18	**Did the event start on time?**		
3.19	**Did the event have a program?**		
3.20	**What type of program?** ☐ Printed ☐ Whiteboard ☐ Other (describe**)**		
3.21	**Did the event follow the program?**		
3.22	**Were First Aid services provided?**		

3.23	**If yes, by whom?**	
3.24	**Were they of an adequate standard for the event?**	
	Comments?:	
		Yes No
3.25	**Was a first aid room provided?**	
3.26	Please describe it:	
3.27	**Were the first aid providers in place before the beginning of practice?**	
3.28	**Were all other officials in place before the beginning of practice?**	
	Comments?:	
3.29	**Were fire extinguishers in place?**	
3.30	**Has the fire extinguisher/s been serviced?**	
	How many?	
3.31	**Locations:**	
3.32	**Were fire extinguisher locations clearly marked?**	
3.33	**Were Flag Marshals' positions clearly marked?**	
3.34	**Was shade/sunscreen/weather protection provided for flag marshals?**	
3.35	**Was there any form of radio communications for officials?**	
	Comments?:	
3.36	**Was a PA system used?**	
3.37	Was PA:- For Spectators? ☐ For Riders? ☐	
3.38	**What toilet facilities were available (a) for spectators?**	
	(b) for riders?	
3.39	**Were these facilities maintained during the event?**	
	Comments?:	
3.40	**Was prepared food available?**	
3.41	**Was the food preparation area clean?**	
3.42	**Had the following services been notified of the event?** ☐ Nearest Hospital ☐ Police ☐ Ambulance	

3.43	**How and by whom had these notifications been made?**	
	☐ Telephone	
	☐ Letter	
	☐ Fax	
	☐ Email	
	☐ Other? (describe)	
		Yes **No**
3.44	**Were racing classes and age groups run according to GCR's?**	
	Comments?:	
3.45	**Was noise testing conducted?**	
3.46	**Who by?**	
	Comments?:	
3.47	**Were all flag marshals clearly identifiable?**	
3.48	**Were all flag marshals using:**	
	(a) Correct flags?	
	(b) Correct procedures?	
	Comments?:	
3.49	**Was there prize money for the event?**	
3.50	**If yes, was there a sign-off sheet for presentation of prize money?**	
	Comments?:	
3.51	**Did officials have a working telephone or other appropriate communications available in case of emergency?**	
Further Comments?;		