



Motorcycling Queensland



Event Audit Checklist

Date:	
Venue:	
Promoter:	
Name of Event:	
Type:	<input type="checkbox"/> Club <input type="checkbox"/> Interclub <input type="checkbox"/> Open
Discipline:	<input type="checkbox"/> MX <input type="checkbox"/> DT <input type="checkbox"/> EN <input type="checkbox"/> RR <input type="checkbox"/> OT <input type="checkbox"/> SP <input type="checkbox"/> OTHER
Permit Number:	
Number of Riders:	
Audit completed by:	
Signed:	
Dated:	

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				
	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?		
	If no, please comment:		
2.6	Are Supplementary Regulations available?		
2.7	Have all riders completed an entry form and an indemnity?		
2.8	Are One Event Licences available?		
2.9	If yes, what type? <input type="checkbox"/> Competition <input type="checkbox"/> Recreational		
2.10	Is this type correct?		
	If no, please comment:		
2.11	Are these licences correctly completed?		
2.12	Are cash receipts 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 - <input type="checkbox"/> High		
	<input type="checkbox"/> Satisfactory		
	<input type="checkbox"/> Poor		
	Comments?:		
3.8	Was Riders Briefing conducted?		
3.9	Were all riders present?		
3.10	Standard of Riders Briefing - <input type="checkbox"/> High		
	<input type="checkbox"/> Satisfactory		
	<input type="checkbox"/> 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
	TRACK SURFACE/LAYOUT		
A	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? <input type="checkbox"/> Printed <input type="checkbox"/> Whiteboard <input type="checkbox"/> 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? <input type="checkbox"/> For Riders? <input type="checkbox"/>		
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?		
	<input type="checkbox"/> Nearest Hospital <input type="checkbox"/> Police <input type="checkbox"/> Ambulance		

