



Motorcycling Queensland



Event Audit Checklist

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

<b>Date:</b>	
<b>Venue:</b>	
<b>Promoter:</b>	
<b>Name of Event:</b>	
<b>Type:</b>	<input type="checkbox"/> Practice <input type="checkbox"/> Coaching <input type="checkbox"/> Club <input type="checkbox"/> Interclub <input type="checkbox"/> Open <input type="checkbox"/> Zone
<b>Discipline:</b>	<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 .....
<b>Permit Number:</b>	
<b>Number of Riders:</b>	
<b>Audit completed by:</b>	
<b>Signed:</b>	
<b>Dated:</b>	







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

	<b>Item</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
	<b>TRACK SURFACE/LAYOUT</b>		
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)		
<b>Comments?:</b>			

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

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

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

