

## REVIEWING A RAMS/SAP

REVIEWED BY \_\_\_\_\_ ON \_\_\_\_\_

	SAP/RAMS Checklist	Y N DK	If 'no'	Comments	What are the implications of this? Actions to be taken
1	Is the activity identified?				
2	Is the location identified?				
3	Is the date identified?				
4	Is the number of participants identified?				
5	Are the teachers/ instructors identified				
6	Is there a description of the group participating in the activity?		What is missing from the description		
7	Are all the significant foreseeable risks/losses associated with the activity identified?		Which risks/losses are missing?		
8	Are the significant causal factors for each identified risk/loss listed?		Which causal factors are missing?		
9	Does each causal factor have a risk reduction/management strategy?		Which risk reduction strategies are missing?		
10	Do these risk reduction/management strategies eliminate, isolate or minimize the risk to an acceptable level?		Why not?		
11	Are these strategies consistent with accepted best practice for the activity?		What is accepted best practice?		

	<b>SAP/RAMS Checklist</b>	<b>Y N DK</b>	<b>If 'no'</b>	<b>Comments</b>	<b>What are the implications of this? Actions to be taken</b>
12	Is there an emergency procedure for responding to <b>each</b> risk/loss identified at the start?		Which emergency procedures are missing?		
13	Are the emergency procedures identified, applicable to this activity?		Which are not applicable?		
14	Is emergency gear listed?		What is missing?		
15	Are national standards identified?		Which are missing?		
16	Are these applicable to the activity?		Which are not applicable?		
17	Are procedures from school policies identified?		Which are missing?		
18	Are these applicable to the activity?		Which are not applicable?		
19	Are the skills/qualifications required by staff/volunteers listed?		Which are missing?		
20	Are these the minimum requirement for the activity ie consistent with best practice?		What are the minimum requirements?		
21	Is there evidence that the form has been reviewed?				
22	Is/are the author/s identified?				
23	Is there evidence of approval?				