**Youth Camp Inspection Checklist**

**Part of your camp inspection is a documentation review. Please provide the following information to your inspector for review.**

* License.
* Water test results.
* Staff Certifications.
* Safety, Fire and Communication Plans.
* Transportation – includes vehicle and driver safety protocols, proof of insurance and driver licenses.
* Commercial Pesticide applicator’s license if camp does not source this out to a licensed company.

**Activity Certifications and Inspection:**

* Camp Director – general qualifications. Usually only applies to new directors.
* Aquatic director and staff
* Watercraft director
* Adventure Challenge director and staff
* Adventure challenge course inspection report – Please note:

Camps operating adventure challenge courses containing both **low and high** or just high elements shall have an **annual** inspection of all course elements by qualified personnel for integrity of all hardware, materials and equipment.

Camps with courses containing **only low elements** shall have this inspection **biennially.**

The inspection shall include a written report detailing the condition of all equipment, materials and hardware and the corrective action and/or the corrective action plan taken by the camp.

* Equestrian director and staff.
* Target sports director and staff.
* Trip Camping staff. Trip Leader permits, Wilderness First Aid or NRCB equivalent.
* Qualifications for other activities such as gymnastics and martial art instruction.
* Any instructor in charge of a program must be mature and competent in the skills specific to the activity.
* Health Supervisor certification.

**Other written documentation:**

* Background Checks.
* Written statement of personnel policies and practices.
* Pre-season orientation and training records.
* Emergency Action Plan (EAP) – includes emergency response and procedures.
* Documentation of periodic drills of the various aspects of the EAP with campers and staff.
* Written policy for camper release.
* Documentation of rabies vaccinations for required animals.
* Copies of licenses for all authorized drivers.
* Record of vehicle safety inspection.
* Record of vehicle emergency evacuation drills.