

Cyclekart Club of Australia Incorporated



Scrutineering Guidelines

This document is part of a safety management framework that provides a safe system of operation for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/safety1st>

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1. Overview

The Cyclekart Construction Standard along with the Cyclekart management policy ensure that all Cyclekart related risks identified under the CCS Safety Policy are suitably controlled.

To ensure that all Cyclekarts participating in CCA activities meet these requirements it is necessary to undertake scrutineering

Scrutineering is the formal check by which the Cyclekart is assessed to be compliant with the CCA Cyclekart Construction Standard

1. Objectives

The objectives of these guidelines is to assess whether a Cyclekart presented for scrutineering complies with the Cyclekart Construction Standard

2. Scope

This policy applies to:

- All Cyclekarts participating in Cyclekart Club of Australia (CCA) organised or endorsed events

3. Roles and Responsibilities

Cyclekart Drivers

Self-scrutineering: All drivers are responsible for completing the scrutineering checklist on the T5 form -“Scrutineering Checklist / Driver waiver”

Drivers are also responsible for ensuring that their Cyclekarts remain compliant throughout the event. Any non-compliance found must result in the driver immediately returning to the pits and the issue being addressed before the Cyclekart can be returned to service.

Scrutineer

Where appointed, and required, the scrutineers role is to undertake formal scrutineering of cyclekarts. This is in place of self scrutineering as outlined above. This requirement will be communicated as part of the event regulations, for example where formal scrutineering is required by the event venue.

Where a scrutineer has not been appointed, the Clerk of the course or their delegate can elect to review submitted T5 forms as deemed necessary.

4. Non-Conformances

Where a vehicle is found to be non-compliant as part of self scrutineering, it should be brought to the attention of the Clerk of the Course.

The clerk of the course will then determine if the non-compliance is deemed a safety risk and whether the Cyclekart can participate in the event in a modified capacity

5. Compliance

Where a non-conformance is not declared or falsely represented on a Self-assessed scrutineering form, the driver is considered to be in breach of trust.

Breach of trust is a serious matter that may result in:

- Warning, suspension, or exclusion from the event.
- Written report to the Committee for further action.
- Disciplinary measures under the Club's Code of Conduct.

6. Review and Approval

This policy is reviewed annually prior to the fire season (September). It may also be reviewed following any bushfire incident or significant change in legislation or club operations.