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Health Inspection Program

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## 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.