
Internal Audit Report

OPERS Diving and Boating Safety Programs

Report No. SC-19-03
April 2019

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I. EXECUTIVE SUMMARY

Audit & Management Advisory Services (AMAS) has completed an audit of the Office of Physical Education, Recreation and Sports (OPERS) scuba diving and boating safety programs. The purpose of this audit was to evaluate the effectiveness and efficiency of controls to ensure the safety of students and employees involved in these programs.

Our review mainly consisted of a review of OPERS scuba and boating program safety standards and best practices in addition to interviews with the lead program personnel and observations of the program site locations.

While this subject matter might potentially lend itself to a higher risk concern, we determined it a lower risk area due to several factors. Those factors include the extensive experience and knowledge of the key program personnel, procedure and policy documentation, and participant course requirements.

Overall, relevant safety plans and procedures are followed and good practice is maintained, and reflects standards and best practices recognized for these activities.

Although not within the scope of this review, we became aware that Planning & Budget had notified OPERS that course fees could no longer be charged for OPERS programs. As the scuba and boating programs have charged course fees in the past, OPERS management will have to pay close attention to how its programs will be affected by the absence of course fees.

A summary of work performed and detailed results is described in Section III Summary of Work Performed and Results. There are no Management Corrective Actions identified or required as a result of our review.

II. INTRODUCTION

Purpose

The purpose of this audit was to evaluate the effectiveness and efficiency of controls of the OPERS scuba diving and boating programs and to ensure the safety of students and employees involved in these programs.

Background

The Office of Physical Education, Recreation and Sports (OPERS) offers a wide range of recreational sports courses including boating and scuba.

The Boating Program offers classes in sailing, rowing, and kayaking. The UCSC Community Boating Center was started in 1971 and is located at the Santa Cruz Yacht Harbor. The program teaches boating skills, familiarity with equipment, and boating and water safety.

The Scuba Program offers classes in the following levels of scuba – basic, advanced, rescue, and instructor. The Scuba Program was started in 1972. The program is located at the OPERS Fieldhouse and pool with ocean dives in the Monterey Bay.

Both programs have specific instructor and student requirements/certifications that must be met in order to participate and or advance. All parties are provided with documented procedures and policies. Students must attend classroom time as well as outdoor program activities.

The program leads, the Boating supervisor and the head of Recreational Scuba, each have over 15 years heading up their individual programs in addition to many more years of knowledge and experience in their sport.

Scope

The scope of the audit included:

- A review of the OPERS documentation regarding safety management plans and procedures for the boating and scuba programs.
- Research and review of recognized/approved activity standards, guidelines, and practices of each sport.
- Interviews with the lead program personnel – the Boating supervisor and the head of Recreational Scuba.
- Visits to each of the program sites for observation of safety practices and compliance.

III. SUMMARY OF WORK PERFORMED AND RESULTS

Work Performed	Results
Review of OPERS Safety Policy and Procedures	
Obtained and reviewed documentation from OPERS detailing policy and procedures for the boating program.	Manuals, logs, rosters, and handbooks are maintained by the program. Instructors and students receive documented instructions and guidance on policies and procedures. Maintenance and inspection records are kept for program vessels and equipment.
Obtained and reviewed documentation from OPERS detailing policy and procedures for the scuba program.	Manuals, logs, rosters, and handbooks are maintained by the program. Instructors and students receive documented instructions and guidance on policies and procedures. Maintenance and inspection records are kept for program equipment.
Research and Review of Recognized Safety Standards	
Researched and reviewed recognized/approved activity standards, guidelines, and practices for recreational boating programs.	The Boating Program is taught based on the US Sailing model, the guidance of USRowing, and the guidance of the American Canoe Association.
Researched and reviewed recognized/approved activity standards, guidelines, and practices for recreational scuba programs.	The Scuba Program is taught under the auspices of National Association of Underwater Instructors (NAUI) and Divers Alert Network, (DAN).
Interviews and Site Visits	
Interviewed the Boating supervisor and visited the boating program site location for observation of safety practices and compliance.	The head of the program has over 15 years leading the program and many more of boating experience. Observed the policies and procedures in place at the site location at the yacht harbor. Reviewed examples of manuals, logs, rosters, and handbooks used in the program.
Interviewed the head of Recreational Scuba and visited the scuba program site location for observation of safety practices and compliance.	The head of the program has over 15 years leading the program and many more of scuba experience. Observed the policies and procedures in place at the site location at the Fieldhouse and pool. Reviewed examples of manuals, logs, rosters, and handbooks used in the program.
Other	
Although not a part of the scope of our audit, it came to our attention during our field work that course fees were no longer being charged for OPERS programs.	Planning & Budget had notified OPERS that course fees could no longer be charged for OPERS programs due to revisions needed in accounting for and usage of course fees, and coordination of policy within the department. OPERS has the opportunity to propose improvements in the future. OPERS management will have to pay close attention to how its courses will be affected by the absence of course fees.