

# Expedition Check Sheet

## Pre Journey

- Find approved Examiner
- With Examiner get approval for the Expedition and the route planned
- Unit Council approval for the Expedition
- Once all Pre Journey preparations are complete Examiner must give final approval before the Expedition proceeds

### Certificates:

- First Aid Certificate
- Preliminary Bushwalking Certificate / Charge Certificate

### Journey Preparation:

- Gear Lists – Patrol and Personal
- Menu – normal, emergency
- Ration list
- Pricing – Estimate of food, transport, hire and entry costs, etc for Activity Notification form for participants
- Book SPOT unit for the dates of the Expedition.
- First Aid supplies
- Collect SPOT unit just before Expedition

### Journey Analysis:

- Assessment of Expedition from an overall perspective, date, total distance, maps to be used
- Assessment of Expedition route, details of each day, camping sites and alternatives, water availability
- Analysis of the likely weather over Expedition dates, any particular issues bad weather may cause
- Assessment of each Expedition Participant, including food allergies, any special requirements

### Emergency Plans, Preparation and Advice:

- Activity Notification forms to Sydney North Region Office, Participants, Emergency Contacts, Journey's Region LAC.
- Submit updated lists of participants immediately before starting Expedition if there are changes
- All Activity Notification forms Part 1 completed by participants, to be taken on the Expedition
- Emergency Escape Plan including full details of escape routes you consider most appropriate
- Know Rescue Procedures associated with SPOT unit taken on Expedition
- Notification to local Police, NPWS, Rural Fire Services, etc

## Post Journey

### Log Preparation and Inclusions:

- Coversheet - who, where, and when
- Report on the Expedition
- Report on how this compared to the plan, things that worked, things that did not
- Report on how you went as Leader of the Expedition, anything that could have been done better/differently
- Report on how the other participants went on the Expedition
- Copies of all certificates, forms, letters, receipts, etc relevant to the Expedition
- Pre Journey documentation
- Photos
- Mud maps or rough notes taken on the Expedition

### Final Approval:

- Once Log completed contact Examiner and seek approval for completion of the Expedition
- Submit Log to Unit Council and seek approval for completion of the Expedition