

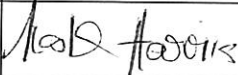




SOP Number WHSC 001.04

SOP Title Waterford Harbour Sailing Club Documents List and Control Process

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28/05/23

Revision History**Revision 01**

New document

Revision 02

Updated document layout and introduction of controlled numbering system.

Revision 03

Updated document due to format changes.

Revision 04

Updated document due to Committee change.

Reference Documents

see section 5.1

1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to list the Policies and Procedures which describe the activities, responsibilities and processes to be followed for the management, safety and operation of Waterford Harbour Sailing Club, Dunmore East and to describe the associated documentation numbering system.

2. INTRODUCTION

This SOP is the over-arching document linking the club policies and procedures and their interconnectivity to the successful operations at WHSC.

3. DEFINITIONS

Policy	A course or principle of action adopted or proposed by the club.
SOP	Standard Operating Procedure. A document providing instructions to ensure consistency of actions or work.
WHSC	Waterford Harbour Sailing Club.

4. RESPONSIBILITIES**4.1 Documentation Controller**

- ensure that this SOP is reviewed annually and updated as necessary.
- Ensure that only the effective version is available for use.
- Securely maintain training records.

4.2 WHSC Members

It is the responsibility of all WHSC Members to ensure that they have read, understand and follow this SOP.

5. PROCEDURE

5.1 WHSC list of Policies and SOPs

Document Title	Document Number
WHSC Documents List and Control Process	WHSC 001
Safety Statement and Operations Manual	WHSC 002
Safety Boat Operations	WHSC 003
Concussion Procedure	WHSC 004
Child Safeguarding	WHSC 005
Training Matrix	WHSC 006
Safeguarding Training Plan	WHSC 007
Boat Maintenance Policy	Policy 001
Club Dinghy Usage Policy	Policy 002
Child Protection Policy	Policy 003
Anti-bullying Policy	Policy 004
Members Code of Conduct Policy	Policy 005
Social Media Policy	Policy 006
Junior Sailing SOP	JS 001

5.2 Version control and naming convention

All controlled documents need to be dated and versioned. Some need to be named in a systematic way as well, especially if they belong to a series or set of documents. For example, documents applicable to all members will follow WHSC name + next sequential number. Area / Role specific documents have their name + sequential number (e.g. JS 001)

Standard Operating Procedure	SOP (department - version) XXX-XX
Policy	Policy (sequential # - version) XX-XX

5.3 Other considerations

Where appropriate, the following information should be on the document:

- Pagination – It is recommended that pages are numbered as “Page X of Y”
- Document identification e.g. a title, department / section name.
- Forms / templates referenced in the text will be listed in the Appendix section.

- Reason for Change – If it is a revision of the control document, state reason for change and list changes.
- Referencing - Wherever reference is made to another controlled document, you may use the instruction "see/refer insert Document Title". The version number may be excluded.

5.4 Storage and archiving

Effective documents should be stored in an area or room restricted to authorized individuals only. Electronic copies of relevant effective documents are available on www.whsc.ie members portal.

Obsolete versions of controlled documents must be archived and restricted to authorised individuals only.

Records of training required for the operation of the club will be stored in an a controlled manner and accessible to authorised individuals only.

6. FORMS/TEMPLATES TO BE USED

List all forms / templates for use, with their unique identification numbers, in the appendix section of the document.

n/a

