

SMS 04 DOCUMENTED INFORMATION

New Plymouth Yacht Club

PURPOSE

The purpose of the Documented Information document is to ensure documented information is controlled, revised and issued with accuracy and relevance.

DEFINITION

The term **documented information** covers policies, procedures, plans, forms, records, templates, and manuals whether electronic or paper-based.

It also refers to safety-related information on our website and in emails or e-letters.

SCOPE

This process applies to all safety-related documented information generated and/or used by the club to ensure ongoing currency of all documented information used by club members and other interested parties.

The Safety Officer and Secretary are responsible for ensuring documented information is:

1. Readable, identifiable and traceable to the activity.
2. Periodically reviewed, and revised where necessary.
3. Signed off as adequate by the Commodore.
4. Current and available at appropriate locations.
5. Adequately protected from unauthorised modification, deletion and publication.
6. Removed from circulation if obsolete, or clearly marked that it is not to be used.

PROCESS

1. Ensure all existing documents are reviewed each year.
2. Create new documents using the appropriate template.
3. Ensure the document contains the following information, where appropriate, in the relevant section of the document:
 - Document title – clearly stating what the document refers to
 - Purpose – summary of the intent of the document (unless obvious such as maintenance records)
 - Version history – as a footer in a table or text reference and to include:
 - Version title – full name or ID number
 - Version date
 - Version reference – original or revised
 - Author/reviewer – this will, in most cases, be the Safety Officer
 - Approver – this will, in most cases, be the Commodore

- Any other data that will help identify the document and what version it is.
4. Documented information will be protected, where appropriate, by password or other access restrictions, or as a .pdf.
 5. Documented information will be stored on Dropbox.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 04	2	Current	9/6/2021	Wayne Holdt	<i>Commodore</i>