



Operations Notice No 5

Challenge Wales Safety Management System (SMS)

It has come to our attention that some volunteers of Challenge Wales are unclear as to the policies, procedures, etc with regards to marine operations and the charity as a whole.

This notice is to draw the attention to all volunteers that the above documentation forms part of our Safety Management System (SMS) and, for the purpose of reference by all those involved with the project, is available both onboard the boat and in the Challenge Wales office.

These documents are continually under review and being expanded upon as we develop our skills and experience. All are encouraged to read them, to give their comments to them and to assist in their development.

To ensure that any input from volunteers is not passed over a system of document review is in place by way of our Document Amendment Request Form CWF 44. Anyone wishing to give any input should request a copy of CWF 44 and submit it for consideration.

A copy of the charity's controlled document register is attached for your reference.

Andy Hall

Andy Hall
Marine Operations

Date; 17-07-2011

Issue Date; 31/05/2011

Policies

Document Number	Document Title	Rev No.	Rev Date	Base	Ch Ins	CW	RS
CWP 01	Drug and Alcohol Policy	2	18/01/2010	X	X	X	X
CWP 02	Health Safety and Environment Policy	1	21/10/2010	X	X	X	X
CWP 03	Child Protection Policy	2	21/10/2010	X	X	X	X
CWP 04	Privacy Policy	2	21/10/2010	X	X	X	X
CWP 05	Equal Opportunities Policy	1	21/10/2010	X	X	X	X
CWP 06	Volunteer Policy	1	21/10/2010	X		X	
CWP 07	Ex Offenders Policy	1	21/10/2010	X	X	X	X
CWP 08	CRB Disclosures Policy	1	21/10/2010	X	X	X	X
CWP 09	Complaints Policy	0	08/12/2010	X	X	X	X

Manuals

Document Number	Document Title	Rev No.	Rev Date	Base	Ch Ins	CW	RS
CWM 01 Section 1	Operational Procedures Manual Marine Operations	0	15/01/10	X	X	X	X
CWM 01 Section 2	Operational Procedures Manual Safety	0	15/01/10	X	X	X	X
CWM 01 Section 3	Operational Procedures Manual Volunteer Procedures	1	05/03/11	X	X	X	X
CWM 01 Section 4	Operational Procedures Manual Charity Structure and Responsibilities	Draft	Being compiled	X	X	X	X
CWM 02	Emergency Offshore Response Plan	0	11/02/11	X	X	X	X
CWM 03	Emergency Management Response Plan	0	20/01/10	X	X	X	X
CWM 04	Safety Training Manual	Under Review		X		X	
CWM 05	Risk Assessments						

Forms

Form Number	Controlled Forms	Rev No.	Rev Date	Base	Ch Ins	CW	RS
CWF 01	Medical Declaration Form	3	08/07/11	X	X	X	X
CWF 02	Donation Form	1	12/01/10	X		X	
CWF 03	Booking Form	7	05/04/11	X	X	X	X
CWF 04	Standing Order Form	2	05/06/11	X		X	
CWF 05	Gift Aid Declaration Form	2	08/02/11	X		X	
CWF 06	Fuel Oil Record Sheet	1	13/01/10			X	
CWF 07	Appointment as Skipper	2	13/01/10	X			
CWF 08	Volunteer Form	6	08/02/11	X	X	X	X
CWF 09	Application for Membership	3	31/05/11	X			
CWF 10	Offer of Membership	1	13/01/10	X			
CWF 11	Risk Assessment Template	0	26/06/09	X	X	X	X
CWF 12	Risk Assessment Register Template	0	26/06/09	X	X	X	X
CWF 13	Collection Box Record Sheet	0	13/01/10	X			
CWF 14	Gift Aid Declaration Envelopes	3	31/05/11	X		X	
CWF 15	Sponsorship Form	0	21/07/09	X			
CWF 16	Crew List	WITH DRAWN	05/01/11	X			
CWF 17	Expense Claim Form	0	13/01/10	X		X	
CWF 18	Enquiry Form	1	03/12/10	X		X	
CWF 19	Christmas Raffle Record Sheet	0	25/10/09	X			
CWF 20	Instructors Report Form	0	13/01/10	X	X	X	X
CWF 21	Accident Report Form	0	16/01/10	X	X	X	X
CWF 22	Trustee Application Form	0	16/01/10	X			
CWF 23	Defects Report Form	0	16/01/10	X	X	X	X
CWF 24	Requisition Form	0	16/01/10	X		X	
CWF 25	Client Feedback Form	1	27/11/10	X	X	X	X
CWF 26	Skippers Accounts	WITH DRAWN	15/02/10	X		X	
CWF 27	Repatriation Incident Form	0	18/01/10	X		X	
CWF 28	Charter Agreement	Draft		X	X		X
CWF 29	Booking List	WITH DRAWN	17/02/10				
CWF 30	Volunteer Record Sheet	2	13/12/10	X			
CWF 31	Group Booking Form	3	04/04/11	X	X		
CWF 32	Crew and Next of Kin List	1	05/01/11	X	X		
CWF 33	Lifejacket Record Sheet	0	25/02/10	X		X	
CWF 34a	Safety Briefing-Day sail	0	16/03/10	X		X	
CWF 34b	Safety Briefing-Overnight	0	16/03/10	X		X	
CWF 34c	Safety Briefing-Extended Trips	0	16/03/10	X		X	
CWF 35	Rainbow Seeker Joining Instructions	0	22/04/10	X			X
CWF 36a	Cleaning Regime-Galley	0	23/04/10			X	
CWF 36b	Cleaning Regime-Heads	0	23/04/10			X	

CWF 36c	Cleaning Regime-Decks	0	23/04/10			X	
CWF 36d	Cleaning Regime-Oil skin-locker	0	23/04/10			X	
CWF 36e	Cleaning Regime-Bulkheads	0	23/04/10			X	
CWF 37	Booking Record Sheet	0	14/06/10	X			
CWF 38	Generic Joining Instructions	1	01/10/10	X			
CWF 39	Monthly Merchandise Stock List	0	14/06/10	X			
CWF 40	Purchase Order Form	4	14/07/11	X		X	X
CWF 41	Purchase Order Record Form	0	19/08/10	X			
CWF 42	Meeting Minutes Template	0	25/08/10	X		X	
CWF 43	Merchandise Order Form	0	10/11/10	X	X	X	X
CWF 44	Document Amendment Request	0	17/07/11	X		X	X
CWF 45	London Marathon Fundraising Pledge	0	20/10/10	X			
CWF 46	London Marathon Silver Bond Application	0	20/10/10	X			
CWF 47	London Marathon Terms and Conditions	0	20/10/10	X			
CWF 48	London Marathon Agreement	0	20/10/10	X			
CWF 49	Consent Form	0	11/12/10	X			
CWF 50	Emergency Immediate Action Checklist	0	31/12/10	All documents numbered 50 through to 59 are part of the Emergency Response Plan and contained within the Emergency Response Plan Manual CWM 03 which are supplied to all members of the Emergency Management Response Team (EMRT).			
CWF 51	Family Liaison Checklist	0	03/01/11				
CWF 52	Call Handling and Logistics Action Checklist	0	03/01/11				
CWF 53	Incident Notification Form	0	30/12/10				
CWF 54	Incident Update Form	0	30/12/10				
CWF 55	Affected Person Status Form	0	30/12/10				
CWF 56	Centre of Activities Form	0	31/12/10				
CWF 57	Emergency Response Log Sheets	0	03/01/11				
CWF 58	Next document						
CWF 59							
CWF 60	Time Elapsed Safety Equipment Record Sheet	0	10/02/11			X	
CWF 61	Schedule of Membership Fees	1	05/06/11	X			
CWF 62	Office Enquiry Form	0	02/04/11	X			
CWF 63	Booking record sheet for GROUPS	0	31/05/11	X			
CWF 64	Behavioural and Expectations	0	14/07/11	X		X	