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The following shows current and proposed documents and their full current Identity Number e.g. **MSCP00**, the document Identity; **Issue 3**, the current Revision number of the document. NW indicates documents which are still to be written.

Rules and Byelaws

Club rules and bylaws are contained in the yearbook

Budgets and Accounts

Club budgets and accounts are held by the Honorary Treasurer

Activity Instructions

	Issue	Date
MSCP00 Safety Statement and Organisation	08	23/01/24
MSCP01 Documentation Index	187	12/04/24
MSCP02 Dinghy, Catamaran and Windsurfer Code of Practice	23	21/02/24
MSCP03 Information Booklet for Cruiser Owners	24	26/01/24
MSCP04 Sailing Instructions for Club Racing	18	21/02/24
MSCP05 Template for Sail Training Days	03	27/01/22
MSCP05a Sail Training Registration Form 2018 Withdrawn	01	20/03/18
MSCP06 Sailing Information	15	06/02/24
MSCP07 Mooring Plans 2021 Row A, B, C Withdrawn, see MSC website,	21	24/03/21
MSCP07 Mooring Plans 2021 Row D, E, F Members Area, Cruisers	21	24/03/21
MSCP08 Introduction Guide to Club Racing	NW	
MSCP10 Storage and Identification of Documents	09	17/08/19

Supervisory Instructions

MSCP11 & MSCP12 Covid-19 Notes Withdrawn	09	20/05/22
MSCP11 Officer of the Day Manual	41	06/03/24
MSCP12 Officer of the Day Duty	56	31/03/24
MSCP13 Race Officer Guide	15	21/02/23
MSCP14 Beach Marshall Instructions	02	20/03/14
MSCP15 Hazard Analysis Management, Monitoring and Control	05	28/02/22
MSCP16 Safeguarding Children & Young People	06	22/03/22
MSCP17 Reporting a Dangerous Occurrence (Accident or Near Miss)	05	24/10/22
MSCP18 Observation of Procedures	03	08/04/15
MSCP19 Flood Action Plan	04	15/03/22
MSCP20 Mooring Inspections	02	07/04/16
MSCP21 Main Clubhouse Fire Evacuation Plan	01	21/02/17
MSCP22 Emergency Action Plan	06	31/01/24
MSCP23 Disclosure & Barring Service – MSC policy	01	23/07/17
MSCP24 MSC Privacy Policy	01	10/01/19
MSCP25 MSC Equality Policy	02	25/01/23
MSCP26	NW	
MSCP27 MSC Complaints Procedure	01	06/03/24

Trained and/or Authorised Personnel

MSCP51 Schedule of Approved Jack B Drivers	16	15/03/24
MSCP52 Schedule of Approved RIB Drivers	09	24/08/23
MSCP53 Schedule of Approved Orkney Drivers	NW	
MSCP54 Employment of Contractors by Members	07	21/10/20
MSCP55 First Aiders	21	07/03/24
MSCP56		
MSCP57		
MSCP58		

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Operating Instructions

MSCP61	Instructions for the plant room Public Address System	08	26/05/23
MSCP62	Tractor Driver Instructions Withdrawn, see MSCP66	06	30/01/14
MSCP63	Operating Instructions for Hydraulic Power Winches	09	28/01/17
MSCP64	Clubhouse Radio Operating Instructions	04	15/03/22
MSCP65	Bar Operating Instructions	04	07/10/22
MSCP66	Operating Instructions for Tractor PTO Powered Pasture Mower	02	24/04/12
MSCP67	Orkney User Instructions and Code of Practice	07	28/03/07
MSCP68	Operating Instructions for the Jack B	13	08/03/24
MSCP69	Operating Instructions for the RIBs	09	26/07/23
MSCP70	Operating Instructions for the Small RIB Withdrawn, see MSCP69	03	23/02/10
MSCP71	Operating Instructions for Jack & Compressor	03	20/03/14
MSCP72	Operating Instructions for the Large Boat Hoist	07	03/04/24
MSCP73	Operating Instructions for the Small Boat Hoist	04	03/04/24
MSCP74	Operating Instructions for the Starting Cannons	06	08/03/23
MSCP75	Operating Instructions for the Electric Winches	04	23/02/23
MSCP76	Operating Instructions for the Mooring Barge	02	28/02/13
MSCP77	Mooring Laying and Recovery Guide	02	28/02/13
MSCP78	Operating Instructions for the Mast Derrick	06	03/04/24
MSCP79	Moorings Allocation Policy	01	02/02/12
MSCP80	Guidance Notes for use of the Power Scrubber	03	08/06/22
MSCP81	Operating Instructions for the ENTEL Handheld Radios Withdrawn	NW	
MSCP82	Operating Instructions for the ICOM Handheld Radios	02	24/02/18
MSCP83	Sanderson Teleporter Operating Instructions	03	12/04/24
MSCP84	Fire Alarm Panel Reset Instructions & Fire Zone Information	03	29/03/23
MSCP85	User Instructions for Stairlift	03	06/03/23
MSCP86			
MSCP87	Operating Instructions for the Small Dumper truck	01	10/04/17
MSCP88			
MSCP89	Operating Instructions for Lounge Gas Heater Withdrawn	02	28/03/16
MSCP90	Mooring barge power pack wiring	02	08/03/18
MSCP91	Instructions for Bridge Deck Public Address System	02	26/05/23
MSCP92	Operating Instructions for the Large Dumper Truck	01	09/03/20
MSCP93	Operating Instructions for the HIAB	01	10/04/20

Job Descriptions

MSCP201	Safety Officer	01	31/01/13
MSCP202	Commodore	04	04/02/20
MSCP203	Vice Commodores	04	30/01/20
MSCP204	Rear Commodores	05	05/02/20
MSCP205	Honorary Treasurer	04	29/01/20
MSCP206	Company Secretary	05	17/03/24
MSCP207	Vice Presidents	05	23/03/24
MSCP208	Bar Manager	05	20/03/24
MSCP209	Clubhouse Manager	04	30/01/20
MSCP210	Camping Manager	04	29/01/20
MSCP211	Sailing Secretary	04	31/01/20
MSCP212	Cadet Coordinator Withdrawn	03	30/11/17
MSCP213	Moorings Secretary	04	23/03/18
MSCP214	Plant Coordinator	05	12/01/23
MSCP215	Social Manager	04	03/02/20
MSCP216	Publicity Coordinator	04	17/02/20
MSCP217	Membership Secretary	03	30/11/17
MSCP218	Finance Administrators Withdrawn	03	30/11/17
MSCP219	ECPR Chairman Withdrawn	03	30/11/17
MSCP220	ECPR Representative	04	26/03/24

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MSCP221	Navigans Editor Withdrawn	04	01/02/20
MSCP222	Webmaster	03	07/02/18
MSCP223	Committee Members	04	01/02/20
MSCP224	Cruiser Park Coordinator	03	23/03/18
MSCP225	Dinghy Park Coordinator	NW	
MSCP226	Catamaran Park Coordinator	NW	
MSCP227	Winch Equipment Supervisor	01	12/01/23

Terms of Reference - Committees

MSCP301	Sailing Subcommittee	03	08/02/20
MSCP302	MSC Board	04	05/02/20
MSCP303	MSC Management Committee	04	05/02/20
MSCP304	ECPR Committee	03	30/11/17

Risk Assessments

MSCP400	Risk Assessment, Template	NW	
MSCP401	Risk Assessment, Club Camping	04	17/02/22
MSCP402	Risk Assessment, Launching/Recovering Safety Boats	02	14/05/13
MSCP403	Risk Assessment, Mast Derrick Operations	01	24/03/15
MSCP404	Risk Assessment, Hydraulic Winching Operations	01	28/04/16
MSCP405			
MSCP406	Risk Assessment, Operation of Large Boat Hoist	01	23/05/15
MSCP407	Risk Assessment, Operation of Small Boat Hoist	01	17/05/16
MSCP408	Risk Assessment, Operation of Tractor Driven PTO Pasture Mower	02	14/05/13
MSCP409	Risk Assessment, Operation of Hard Scrubber	01	28/04/16
MSCP410	Risk Assessment, Wolseley Clearway Grass Cutter	01	24/03/15
MSCP411	Risk Assessment, Launching & Recovery of Cruisers	01	24/03/15
MSCP412	Risk Assessment, Moving Trailer Borne Cruisers	02	14/05/13
MSCP413			
MSCP414	Risk Assessment, Sail Training	04	28/01/22
MSCP415	Risk Assessment, Mechanical Toe Jacks	01	22/03/14
MSCP416	Risk Assessment, Toe & Hydraulic Jacks	01	22/03/14
MSCP428	Risk Assessment Boat & Trailer Movement Covid Specific Withdrawn	01	07/06/20
MSCP429	Risk Assessment On Water Mooring Checking Covid Specific Withdr'n	01	07/06/20
MSCP439	Risk Assessment First Aid Room Covid Specific Withdrawn	01	27/07/20
MSCP441	Risk Assessment Club Racing Covid Specific Withdrawn	03	07/05/21
MSCP442	Risk Assessment Sail Training Covid Specific Withdrawn	02	10/03/21
MSCP444	Risk Assessment Camping Covid Specific Withdrawn	01	18/07/20
MSCP446	Risk Assessment Rowing & Paddle Sports Covid Specific Phase D	Phase D	31/07/20
MSCP446	Risk Assessment Rowing & Paddle Sports Covid Specific Phase E	Phase E	31/07/20
MSCP446	Risk Assessment Rowing & Paddle Sports Covid Specific Phase F	Phase F	12/08/20
MSCP448	Risk Assessment Safety Boats Covid Specific Withdrawn	05	07/05/21
MSCP449	Risk Assessment Club Dinghies Covid Specific Withdrawn	01	17/07/20
MSCP451	Risk Assessment Keelboats Covid Specific Withdrawn	NW	

Other Related Documents

MSCP501 onwards

RYA Training Centre

MSCP601	RYA Training Centre Operating Procedures Manual	12	24/02/24
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Updated on 12th April 2024 by the Company Secretary. This document is amended when MSCP documents are added, updated or deleted.