



Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

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Document Control for SOP's

1.0 Introduction

This document sets out the procedure necessary for maintaining control of current and superseded SOP's.

2.0 References

Nil

3.0 Detailed Information

- a) All SOP's are created and maintained on Volunteer Marine Rescue Brisbane office computer system.
- b) There is only one complete controlled printed copy of these SOP's and this copy is located in our Radio Room for all personnel to peruse.
- c) Sections of the controlled SOP's described in **3.0 b)** and commencing with the prefix **VES** which relate to our three rescue vessels operations are also controlled copies and form part of the Management System for the vessels and are on-board.
- d) Any SOP's held by any other parties are not considered controlled copies and may not reflect the intent of any current issue.
- e) Once an SOP is modified, for any reason, the revision number and date printed thereon will indicate that it is a current issue and new controlled copies, as described in **3.0 b)** and **c)** above, will be issued and the superseded copies removed.
- f) All superseded copies of SOP's shall remain in a superseded folder located on the Organisations computer system and, as well, a hard copy shall be kept by the Squad's Secretary in a folder marked "Superseded SOP's".

4.0 Summary

By following this procedure, our obligations under the Workplace Health & Safety Act and the requirements set down in the VMRAQ (MRQ) audit procedures will be met.

SOP: ADM005	Date: 05/04/2015	Rev: 1	Review: 05/04/2020	Authorised: President
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