



CONTROLLED DOCUMENT

## DOCUMENT CONTROL REGISTER

Document Reference	SMAC-ADM-CTRL-001
Owner	Secretary
Version	3
Approved By	
Approval Date	02/05/2026
Review Frequency	Annual
Next Review Due	02/05/2027

### CHANGE CONTROL

Version	Date	Description of Change	Approved By
2	26/04/26	Additional documents added	Chairperson
3	02/05/27	Additional documents added	Chairperson

This document is controlled under the Southport Model Aero Club Governance Framework.

Printed or downloaded copies are uncontrolled.



## Southport Model Aero Club (SMAC)

### Document Control Register

#### Purpose

This register is the single source of truth for all controlled club documents. Only documents listed here are considered current and approved.

#### How to Use This Register

- One row per document number (not per version)
- Update the Version, Approval Date and Review Date when revised
- Do not delete rows — mark Status as “Superseded” if retired
- AGM and Committee Minutes are recorded by year under the same document number

### MASTER REGISTER

Document Ref	Title	Owner	Current Version	Approval Date	Last Reviewed	Review Frequency	Next Review Due	Status	Location
SMAC-GOV-CON-001	Club Constitution	Chair	V1.0	03/2014	22/03/26	3 Years	11/26/29	Current	01 Governance
SMAC-GOV-CON-002	By-Laws	Committee	V1.0			3 Years		Current	01 Governance
SMAC-GOV-COM-001	Committee Structure Overview	Chair	V1.0	22/03/26	22/03/26	3 Years	22/03/29	Current	01 Governance
SMAC-GOV-COM-002	Officer Role Descriptions	Chair	V1.0	22/03/26	22/03/26	Annual	22/03/27	Current	01 Governance
SMAC-GOV-COM-003	Committee Roles & Responsibilities Matrix	Chair	V1.0	22/03/26	22/03/26	Annual	22/03/27	Current	01 Governance
SMAC-GOV-COM-004	Officer Handover Notes	Secretary	V1.0			Annual		Current	01 Governance
SMAC-GOV-AUTH-001	Delegation of Authority	Chair	V1.0	22/03/26	22/03/26	Annual	22/03/27	Current	01 Governance
SMAC-GOV-AUTH-002	Financial Approval Limits	Treasurer	V1.0	22/03/26	22/03/26	Annual	22/03/27	Current	01 Governance
SMAC-GOV-AUTH-003	Emergency Decision Authority	Chair	V1.0	01/05/26	01/05/26	Annual	01/05/27	Current	01 Governance
SMAC-GOV-MIN-001	Committee Meeting Minutes (Series)	Secretary	V1.0			Annual		Current	01 Governance
SMAC-GOV-MIN-002	AGM Minutes (Series)	Secretary	V1.0			Annual		Current	01 Governance
SMAC-GOV-PLAN-001	Club Development Plan	Committee	V1.0			Annual		Current	01 Governance
SMAC-GOV-REP-001	Chairman Annual Report (Series)	Chair	V1.0			Annual		Current	01 Governance
SMAC-GOV-REP-002	Treasurer Annual Report (Series)	Treasurer	V1.0			Annual		Current	01 Governance
SMAC-GOV-POL-001	Disciplinary Policy	Committee	V1.0	01/05/26	01/05/26	3 Years	01/05/29	Current	01 Governance
SMAC-GOV-POL-002	Complaints Procedure	Committee	V1.0	01/05/26	01/05/26	Annual	01/05/29	Current	01 Governance
SMAC-GOV-POL-003	Equality Diversity and Inclusion Policy	Committee	V1.0	01/05/26	01/05/26	3 Years	01/05/29	Current	01 Governance
SMAC-GOV-POL-004	Safeguarding Policy	Committee	V1.0	01/05/26	01/05/26	Annual	01/05/27	Current	01 Governance
SMAC-OPS-FLY-001	Flying Site Procedures	Safety Officer	V1.0			Annual		Current	02 Operations



<b>SMAC-OPS-FLY-002</b>	Circuit Direction Rules	Safety Officer	V1.0			Annual		Current	02 Operations
<b>SMAC-OPS-FLY-003</b>	Pilot Box Rules	Safety Officer	V1.0			Annual		Current	02 Operations
SMAC-OPS-FLY-004	Visitor Flying Procedure	Safety Officer	V1.0			Annual		Current	02 Operations
SMAC-OPS-FLY-005	Solo / A-Test Expectations	Safety Officer	V1.0			Annual		Current	02 Operations
SMAC-OPS-FLY-006	Winter Operating Rules	Safety Officer	V1.0			Annual		Current	02 Operations
SMAC-OPS-FLY-007	Who Can Fly & When	Committee	V1.0			Annual		Current	02 Operations
SMAC-OPS-FIELD-001	Frequency Control Procedure	Safety Officer	V1.0			Annual		Current	02 Operations
SMAC-OPS-FIELD-002	Field Opening Procedure	Facilities Officer	V1.0			Annual		Current	02 Operations
SMAC-OPS-FIELD-003	Field Closing Procedure	Facilities Officer	V1.0			Annual		Current	02 Operations
SMAC-OPS-NOISE-001	Noise Testing Procedure	Safety Officer	V1.0			Annual		Current	02 Operations
SMAC-SAF-RISK-001	General Field Risk Assessment	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-RISK-002	Event Risk Assessment	Safety Officer	V1.0			Per Event / Annual		Current	03 Safety
SMAC-SAF-RISK-003	Spectator Area Risk Assessment	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-EMG-001	Emergency Response Procedure	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-EMG-002	Air Ambulance Access Plan	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-EMG-003	First Aid Procedure	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-EMG-004	Fire Procedure (LiPo)	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-INC-001	Accident Reporting Form	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-INC-002	Incident Investigation Procedure	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-SOPS-001	Safe Starting Procedure	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-SOPS-002	Propeller Safety Guidance	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-SAF-SOPS-003	Pit Area Safety Rules	Safety Officer	V1.0			Annual		Current	03 Safety
SMAC-MEM-APP-001	Membership Application Form	Membership Sec	V1.0			Annual		Current	04 Membership
SMAC-MEM-REN-001	Renewal Form	Membership Sec	V1.0			Annual		Current	04 Membership
SMAC-MEM-CONS-001	Junior Consent Form	Membership Sec	V1.0			Annual		Current	04 Membership
SMAC-MEM-CODE-001	Member Code of Conduct	Committee	V1.0			3 Years		Current	04 Membership
SMAC-MEM-DISC-001	Disciplinary Procedure	Committee	V1.0			3 Years		Current	04 Membership
SMAC-MEM-COMP-001	Complaints Procedure	Committee	V1.0			3 Years		Current	04 Membership
<b>SMAC-MEM-GDPR-001</b>	GDPR & Data Protection Policy	Chair	V1.0			Annual		Current	04 Membership
<b>SMAC-MEM-GDPR-002</b>	Privacy Policy (Privacy Notice)	Chair	V1.0			Annual		Current	04 Membership
SMAC-MEM-REG-001	Waiting List Register	Membership Sec	V1.0			Annual		Current	04 Membership
SMAC-MEM-CAT-001	Membership Categories Definition	Committee	V1.0			3 Years		Current	04 Membership
SMAC-MEM-IND-001	Member Induction Checklist	Membership Sec	V1.0			Annual		Current	04 Membership
SMAC-FIN-ACC-001	Annual Accounts (Series)	Treasurer	V1.0			Annual		Current	05 Finance
SMAC-FIN-REP-001	Treasurer Reports (Series)	Treasurer	V1.0			Annual		Current	05 Finance
SMAC-FIN-BUD-001	Annual Budget	Treasurer	V1.0			Annual		Current	05 Finance
SMAC-FIN-FEE-001	Membership Fee Structure	Treasurer	V1.0			Annual		Current	05 Finance
SMAC-FIN-EXP-001	Expense Claim Form	Treasurer	V1.0			Annual		Current	05 Finance
SMAC-FIN-AST-001	Asset Register	Treasurer	V1.0			Annual		Current	05 Finance
SMAC-FIN-REC-001	Receipts Archive Register	Treasurer	V1.0			Annual		Current	05 Finance



SMAC-FIN-GRANT-001	Grant Applications	Treasurer	V1.0			As Required		Current	05 Finance
SMAC-FIN-BANK-001	Bank Mandate Records	Treasurer	V1.0			As Required		Current	05 Finance
SMAC-EVT-PLAN-001	Event Planning Checklist	Events Officer	V1.0			Per Event		Current	07 Events
SMAC-EVT-PLAN-002	Open Day Plan	Events Officer	V1.0			Per Event		Current	07 Events
SMAC-EVT-PLAN-003	Show Display Plan	Events Officer	V1.0			Per Event		Current	07 Events
SMAC-EVT-BRF-001	Event Pilot Briefing Template	Events Officer	V1.0			Per Event		Current	07 Events
SMAC-EVT-RISK-001	Event Risk Assessment Template	Safety Officer	V1.0			Annual		Current	07 Events
SMAC-EVT-PARK-001	Parking Plan	Events Officer	V1.0			Per Event		Current	07 Events
SMAC-EVT-TEMP-001	Temporary Event Rules	Committee	V1.0			Per Event		Current	07 Events
SMAC-EVT-BBQ-001	BBQ Safety & Food Plan	Events Officer	V1.0			Per Event		Current	07 Events
SMAC-ENG-INS-001	Model Inspection Checklist	Safety Officer	V1.0			Annual		Current	08 Engineering
SMAC-ENG-LARGE-001	Large Model Requirements	Safety Officer	V1.0			Annual		Current	08 Engineering
SMAC-ENG-TURB-001	Turbine Operation Rules	Safety Officer	V1.0			Annual		Current	08 Engineering
SMAC-ENG-ELEC-001	Electric Model Safety Guidance	Safety Officer	V1.0			Annual		Current	08 Engineering
SMAC-ENG-IC-001	IC Engine Safety Guidance	Safety Officer	V1.0			Annual		Current	08 Engineering
SMAC-ENG-FAIL-001	Fail-Safe Setup Guidance	Safety Officer	V1.0			Annual		Current	08 Engineering
SMAC-ENG-PREFLT-001	Pre-Flight Checklist	Safety Officer	V1.0			Annual		Current	08 Engineering
SMAC-ENG-BUILD-001	Recommended Build Standards	Safety Officer	V1.0			Annual		Current	08 Engineering
SMAC-FAC-SITE-001	Site Layout Map	Facilities Officer	V1.0			Annual		Current	09 Facilities
SMAC-FAC-RWY-001	Runway Dimensions	Facilities Officer	V1.0			As Required		Current	09 Facilities
SMAC-FAC-PIT-001	Pit Layout	Facilities Officer	V1.0			As Required		Current	09 Facilities
SMAC-FAC-MOW-001	Mowing Rota	Facilities Officer	V1.0			Annual		Current	09 Facilities
SMAC-FAC-MAINT-001	Field Maintenance Plan	Facilities Officer	V1.0			Annual		Current	09 Facilities
SMAC-FAC-GATE-001	Gate Lock Procedure	Facilities Officer	V1.0			Annual		Current	09 Facilities
SMAC-FAC-SHED-001	Shed Contents Register	Facilities Officer	V1.0			Annual		Current	09 Facilities
SMAC-FAC-EQUIP-001	Equipment Instructions	Facilities Officer	V1.0			Annual		Current	09 Facilities
SMAC-FAC-NOISE-001	Noise Testing Location Plan	Safety Officer	V1.0			Annual		Current	09 Facilities
SMAC-FAC-PARK-001	Car Park Rules	Committee	V1.0			Annual		Current	09 Facilities
SMAC-LEG-INS-001	Insurance Certificate (Series)	Secretary	V1.0			Annual		Current	10 Legal & Compliance
SMAC-LEG-BMFA-001	BMFA Affiliation Evidence	Secretary	V1.0			Annual		Current	10 Legal & Compliance
SMAC-LEG-CAA-001	CAA Operator Compliance Record	Secretary	V1.0			Annual		Current	10 Legal & Compliance
SMAC-LEG-LAND-001	Landowner Agreement / Lease	Chair	V1.0			As Required		Current	10 Legal & Compliance
SMAC-LEG-PLAN-001	Planning Permission Documents	Chair	V1.0			As Required		Current	10 Legal & Compliance
SMAC-LEG-NOISE-001	Noise Agreement	Chair	V1.0			As Required		Current	10 Legal & Compliance
SMAC-LEG-SAFE-001	Safeguarding Compliance Record	Secretary	V1.0			Annual		Current	10 Legal & Compliance
SMAC-LEG-INC-001	Incident Reports Sent to Insurer	Secretary	V1.0			As Required		Current	10 Legal & Compliance
SMAC-LEG-DATA-001	Data Protection Registration	Secretary	V1.0			Annual		Current	10 Legal & Compliance
SMAC-ADM-CTRL-001	Document Control Register	Secretary	V1.0	22/03/2026	22/03/2026	Annual	22/03/2027	Current	11 Administration
SMAC-ADM-TEMP-001	Risk Assessment Template	Secretary	V1.0			As Required		Current	11 Administration
SMAC-ADM-TEMP-002	Minutes Template	Secretary	V1.0			As Required		Current	11 Administration



SMAC-ADM-FORM-001	Standard Club Form Template	Secretary	V1.0			As Required		Current	11 Administration
SMAC-ADM-REG-001	Officer Contact List	Secretary	V1.0			Annual		Current	11 Administration
SMAC-ADM-REG-002	Key Holder List	Secretary	V1.0			Annual		Current	11 Administration
SMAC-ADM-GUIDE-001	Password Management Instructions	Secretary	V1.0			Annual		Current	11 Administration
SMAC-ADM-HAND-001	Officer Handover Pack	Secretary	V1.0			Annual		Current	11 Administration
SMAC-ADM-IND-001	Induction Pack Template	Secretary	V1.0			As Required		Current	11 Administration

### Status Definitions

- **Current** – Approved and in force
- **Draft** – Not yet approved
- **Superseded** – Replaced but retained for record
- **Archived** – Historical reference only

### Review Guidance

- Safety documents: Review annually or after any incident
- Governance policies: Review every 3 years unless legislation changes
- Finance documents: Review annually at financial year end
- Risk assessments: Review annually and after any significant site or operational change
- Legal documents: Review upon renewal or when external authority requirements change

### Instructions for Automatic Review Tracking (for Excel / Google Sheets)

If Review Frequency = "Annual": =EDATE([Last Reviewed Cell],12)

If Review Frequency = "3 Years": =EDATE([Last Reviewed Cell],36)

If Review Frequency = "As Required" or "Per Event": Leave Next Review Due blank and manage manually.

Optional status warning column: =IF(TODAY()>[Next Review Due Cell],"OVERDUE","OK")

### End of Document Control Register