

SouthWest MotorSport

Road Course Racing New Mexico

A Class for Every Car



SWMS Processes and Procedures

Document Control

Purpose and Scope:

This document specifies the actions to be taken to ensure a process for development and revision of certain SWMS documents such that they are complete, adequate, and effective for use and that the current version of such documents is the one available for use.

The documents covered by this document are all SWMS Process and Procedure documents and forms used for official club actions, e.g., technical inspection forms, licensing forms, membership forms, etc. Documents that are not covered by this procedure are club correspondence, meeting minutes, treasurer records, Steward's Reports and associated records, club event lap timing records, etc.

Roles, Responsibilities, and Actions:

Any club member who is assigned or takes on the role of preparing or updating/revising club procedures of forms, i.e., the Document Point-of-Contact or Author, shall utilize any existing Process and Procedure Document that applies to the type of document that they are working on. (For example, for preparation or revision of a SWMS Procedure, the Author shall utilize the "SouthWest MotorSport Process Format Guidance" procedure.) Once the Author has prepared the subject original procedure or form or revision, they will pass it on to one or more club members ("Reviewers") for review.

Reviewers will go through the document, checking for completeness and effectiveness, returning their comments and suggestions to be addressed by the Author.

The Author will develop appropriate changes to the document to address the Reviewers' comments and suggestions, creating a "final" version, ensuring the revision number and revision date are correct. The Author will then forward copies of the final version to the person who manages the SWMS website (the "Website Manager") and the SWMS Secretary.

The Website Manager will post the document at the appropriate location on the SWMS website, ensuring that, for revisions, the prior version is removed from the website.

The SWMS Secretary will file the final version in the club records system as called for in the "Secretary Roles and Responsibilities" protocol.

References:

“SouthWest MotorSport Process Format Guidance”

“Secretary Roles and Responsibilities”

Document Point-of-Contact: Robert Richards. This document was reviewed by Andrew Sanford, SWMS Secretary and Website Manager.