

Personal Record Cards Guidance Notes

PRC signatures – Guidance Notes

Attendance Signatures

Who can sign the PRCs?

Post Chief or a Post Chief on an adjoining marshal post, acting Post Chief, Chief Observer, Chief Flag, Chief Marshal, Clerk of Course.

When?

Towards the end of the day where the marshals has been observed for a suitable length of time to be able to evaluate and observe their skills accurately.

Where?

At the event.


What actions are required and by who?

Marshal to complete date, venue and duty boxes

Post Chief to complete Post Chief with initial, MSA no. and give any relevant comments.

Why?

An attendance signature should only be given if it is viewed by the Post Chief/Appropriate Authoriser that the marshal's duties were performed to an acceptable standard and for an appropriate amount of time (minimum of 6 hours under racing conditions). If duties are not performed to an acceptable standard this section is **not** to be completed but comments are to be made in the additional comments section at the rear of the PRC.

 MOTOR SPORTS ASSOCIATION UNITED KINGDOM					
Race Trainee Marshal to Race Track Marshal					
Attendance signatures (Must be a mix of incident and flag – min 2 flag)					
15 needed					
Date	Venue	Duty	Post Chief	MSA No.	Comments
1/1/17	Silverstone	Flag	ESC	912845	Good day. attentive. asked lots of Qs.

Training Signatures

Who can sign the PRCs?

Any MSA Licensed Training Instructor delivering training at the event whom is authorised to do so by the Lead Trainer.

When?

When the respective modules have been completed or at the end of the training event.

Where?

At the training event.

What actions are required and by who?

Marshal to complete date and venue under guidance from the Training Instructor.

Lead Trainer / Training Instructor to initial next to all modules completed satisfactorily on the day.

These must be signed off individually and not as a block signature.

A training signature should only be given if it is viewed by the Lead Trainer / Training Instructor that the training modules were completed successfully.



Training signatures					
Date	Venue	Module	Instructor	MSA No.	Comments
1/1/17	Brands Hatch	Fire theory	C.M.	912345	all modules covered
1/1/17	Brands Hatch	Fire practical			
1/1/17	Brands Hatch	Basic skills			
1/1/17	Brands Hatch	Flag			
Upgrade signatures – Two successful assessments needed					
Date	Venue	Duty	X Grade	MSA No.	Comments
2/2/17	Rockingham	Incident	C.M.	912345	Good assessment, would recommend for upgrade
3/3/17	Donington	Flag	C.M.	912345	no errors, duty performed very well

Upgrade Signatures

Who can sign the PRC?

The Examining Post Chief conducting the assessment.

When?

When it is felt by the Examining Post Chief that the duties being examined have been completed to an appropriate extent.

What actions are required and by who?

Marshal to complete date and venue prior to handing their PRC to the assessor.

Examining Post Chief to initial next to assessment duty if successfully completed and add comments.

Where?

On an event following a successful assessment.

An assessment should only be signed off if it is viewed by the Examining Post Chief that the duties were performed successfully and to an acceptable standard. If the assessment is not to an acceptable standard then the reasons must be explained during a post event debrief and recorded in the *Upgrade Signatures* comments block and the *Additional Comments* section at the rear of the PRC.



Date	Venue	Duty	Post Chief	MSA No	Comments
Training signatures (Must be spread over a minimum of 2 days)					
Date	Venue	Module	Instructor	MSA No.	Comments
1/1/17	Brands Hatch	Fire theory	C.M.	912345	
1/1/17	Brands Hatch	Fire practical	C.M.	912345	
1/1/17	Brands Hatch	Flag	C.M.	912345	
3/4/17	Donnington	Incident	A.P.	543219	
3/4/17	Donnington	First Aid	A.P.	543219	
Upgrade signatures – Two successful assessments needed					
Date	Venue	Duty	X Grade	MSA No.	Comments
		Incident			
		Flag			

8

Completed as required

Additional Points

- You cannot obtain signatures for the next upgrade until you have completed the previous one. For example you are wanting to upgrade from Trainee to Track Marshal and have completed your signatures but are waiting an assessment, you are not allowed to obtain signatures for the next upgrade from Track to Experienced until the grade of track marshal has been allocated.
- Should the authoriser not consider your performance on the day to be to an acceptable standard then this should be noted in the *Additional Comments* section at the rear of the PRC.
- Post Chiefs/Authorisers are to check the *Additional Comments* section of the PRC for comments made at previous events prior to signing off any attendance/training events.