

Document Control Procedure

Purpose

This procedure is used for the document control of new documents being developed and existing documentation used within GoodStart Training College.

New Document

Once approval has been granted for a document to be version controlled, complete the following steps:

1. Open the new document and add the below text in the footer of the document ensuring that the information such as Document Name and Version Number are correct:



This document is uncontrolled when printed.

IMPLEMENTATION DATE: XX Month
2010

APPROVED: <Approved by>

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TITLE: <Document Title> vx.x

2. Ensure that the Text size, style etc is in uniform with the rest of the document. The font size is 10 and style is Arial.
3. Add the new document to the 'Document Control List' ensuring that all details are accurate.
4. Save as 'Document Name version #' (e.g. Document Control Procedure v1.0)

Updated Document

Once approval has been granted for the changes to be made to the document, complete the following steps to make the relevant changes and complete the Version Control Process.

1. Make the relevant changes to the document as per required.
2. In the footer, ensure that you change the Version Number of the document to the next consecutive version. If the current version of the document is v1.0 and there is a minor change such as rewording without changing the content or the direction, the new version number will be v1.1 however if the content of the policy, procedure or form is rewritten to change the context and direction of the process, the new version number will now be v2.0.
3. Once the version has been changed, it is now essential that the changes are also documented on the 'Document Control List' to ensure that it is up to date at all times.
4. Ensure that the 'Document Control Register' is now also completed to reflect the changes made to the document and the current version. In most cases, if the document is still at v1.0, this form will not yet be created as they are created on a needs basis.