CG5: Document Management Policy & Procedures

Contents

Purpose

This policy defines the RTO's approach to the development, review, naming and version control of all documents including tools, forms, resources, policies and procedures and others.

Policy

1. Version control

- All internally produced documents used by the organisation are subject to version control as set out in the below procedures.

- All staff must ensure that they use the current version of all documents.

2. Document storage and development

- Electronic files will be saved centrally for access by staff in the shared file drive. Files are archived as they are superseded by a new version. Files will not be deleted other than by an appointed person for maintenance purposes and only where a backup of the data exists.

3. Document development and reviews

- All document authors or reviewers must follow a consistent approach to the development of documents and follow all guidelines as set out in the below procedures. Document authors or developers must also ensure that prior to the development or revision of any document, approval to commence revision or development is granted by the Managing Director.

- Policies and procedures will be reviewed at least annually to ensure they are up to date, accurate and compliant. Other documents will be reviewed during continuous improvement processes. The Compliance Officer is responsible for ensuring that policies and procedures are reviewed by their due date.

4. Document approval

- All documents are subject to approval prior to use by any staff member. Approval must be given for every document by the authorised person specified within the below procedure.

- Approved documents will be saved in the 'Compliance Master Documents' electronic shared file drive, with the PDF versions stored in a shared file where all personnel have access.