

## Document Control Policy & Procedures

Document control provides a framework for deciding how information is created and how it is managed once created. The documents covered by this control policy are the company's strategic policies and procedures. (see staff policy portal)

**The Training Manger/Assistant Training Manager (TM/ATM) are responsible for: -**

- Approval of all new documents.
- Approval of all of document revisions.
- Distribution/communication of documents.
- Reviewing documents annually.
- Withdrawing document
- Archiving old versions.
- Retrieval of archived documents

**Staff are responsible for: -**

- Presenting new documents or revision of current documents to the TM/ATM for approval.
- Using the current version of any document.

**The purpose of document control is to ensure: -**

- Documents fulfil a useful purpose and time is not wasted on the distribution of unimportant or useless information.
- Information is kept up to date in a way that can be used by its intended audience.
- Confidential information is restricted to the people who need to access it.
- Information is retained that could help solve a problem, improve opportunities, avoid costly errors, or deflect potential litigation.

### Approval

Before a document or a revision is issued, it must be approved.

Company Policy/Procedural documents are created, revised and audited by the TM/ATM. The current versions of these documents are available on the staff portal of our website. Documents created by members of staff must be first approved by TM/ATM. Once the document is approved the TM/ATM will communicate via email memo to all staff the purpose of the document and its electronic location. All documents stored in the shared are must contain the 'file name and path' the footer.

### Revision

Revisions to documents once approved will be communicated to all staff by TM/ATM via email memo. Information within the email memo must include:

- Details of the revision.
- Reason for the revision.
- Electronic location of document.

### Document Currency – (Withdrawal – Archiving – Retrieval)

The key to ensuring that you use the current version of a particular document is to check when it was last reviewed. A current document will have been reviewed within the last 12 months, see document control box at the bottom of the front page. If it is established that a documents review date has elapsed, they should be brought to the attention of the TM/ATM. The TM/ATM will be responsible for and communicating a documents withdrawal. They will also be responsible for archiving withdrawn and previous version documents to the 'archived document' folder. Document retrieval where necessary can only be carried out by the TM/ATM.

### Confidential documentation

Some documentation e.g. SFA learner documents have to be retained for a set period of time e.g. 7 years. Once this time has elapsed these documents will be shredded. The TM/ATM will decide when other confidential documents will be destroyed.



Richard W Little – Chairman

<u>Document Control</u>	
Issued	07/7/16
Version	3
Next Review	July 19'
Owner	M Horabin
Title	Training Manager