MP006: Issue 3

Document Control

Approved by Council   **Date**:   August 2013   **Review:**   August 2015

Scope

This procedure defines how The Society prepares, approves, controls and distributes its procedures, forms, publications and documents critical to the management of The Society.

Contents

1. Purpose

Document control is used to ensure that procedures and critical information documents are current, complete and accurate and that current approved versions are available and are used.

2. Overview

The Document Control system consists of an approved master copy of each document or item of information, normally as a master file. Working copies are issued as required. A record of issue or notification of issue is kept.

Each document displays a unique identity and issue level and is paginated so that its completeness can be verified. Copies may be issued as paper copies, electronically usually in PDF format, using electronic media, CD/DVD or as downloads from the web site (www.rps.org).

A copy of each obsolete or withdrawn document is held for reference.

Issued documents must not be changed or annotated. However, it is important that the procedures and information documents are kept up to date. Amendments should be notified to the Director General at Headquarters.

3. Responsibilities

3.1   Users of Controlled Documents must ensure that they use the current version as listed on the master index.

3.2   Those receiving a Controlled Document must store it retrievably, familiarise themselves with the contents and act on any instructions contained therein.

3.3   The Director General is responsible for issuing and maintaining the currency of procedures and their compliance with Council's policies and instructions.

4. Types of Controlled Document

The categories cover policies and procedures. The MF category can be used as a catch-all if necessary for miscellaneous documents.

Governance and Contracts
Charter, Bye Laws, Rules, etc.   Designation GC

Corporate Procedures
Management   Designation MP
Published Information, forms, records etc.   Designation MF
Health and Safety   Designation HS

Finance   Designation FP

Distinctions   Designation DP

5. Format

5.1   Procedures

Procedures will display the following information as a minimum on the first page:

5.1.1   A title.

5.1.2   An approval signature or statement of approval, date of approval and date for review. The date of approval is the date of validity.

5.1.3   Corporate identity i.e. The Royal Photographic Society etc. Normally this will include the crest or a standard page header.

And if appropriate:

5.1.4   A statement of the scope of the procedure.   (Not essential for single page or short documents.)

5.1.5   A contents list (Normally for documents of several pages in length).

5.2   Published Information.

5.2.1   Published information shall have the identity, issue level or date and the number of pages if appropriate.

5.2.2   A bound document may have the identity and issue level or date on the first or last page..

5.3   Governance Documents

Governance documents will be identified in the index.

5.4   Work Instructions and forms

Work instructions, forms and Published Information documents are approved on the Document Approval form

6. Document Index

6.1   The index is used in combination with the master copies of the documents in the master file. It defines the documents currently in use and their current issue level.

6.2   The index is a computerised record and updated as necessary. Issue may be in part if appropriate.

6.3   The document index may also record to whom or to which location documents have been issued
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7. Approval

7.1   Approval is shown on the first page of the master file and/or by the Approval and Amendment Record form filed with the master copy.

7.2   The master copy is the hard copy with an approval or authentication signature.

7.3   The master of each document with its approval form if appropriate is filed in the Master File.

7.4   Documents issued electronically will not bear an authentication or approval signature but will indicate that the document has been approved and will show the date of approval.

8. Issue and Publication

8.1   Issue

8.1.1   Documents are issued to individuals or to locations.

8.1.2   Issue Procedure alternatives:

- Print the document from the Master File and distribute as paper copies.
- Distribute as email attachments
- Provide as downloads and give notification as appropriate.
- Provide on disc/memory stick singly or as a compilation.
- Email notification of issue on website

8.1.3 It is the responsibility of the person making the copy to ensure that the latest version is used by reference to the index.

8.1.4 The method of distribution of revisions may be recorded on the Document Index (MF001) or as appropriate be posted on the Society website in the Members' Downloads area

8.2 Publication

Some documents and /or procedures may need to be distributed widely i.e. 'published'. Examples are the 'Distinctions and Qualifications Criteria' and the 'Code of Conduct' for members. In such cases the Corporate Brand Guidelines should be followed. The document identity and revision level should be included but the authentication/approval signature may be omitted.

9. Obsolete Documents

Obsolete documents are marked obsolete on the first page and filed in the obsolete file.

10. Review and Amendment

It is important that the documents accurately reflect current policies and procedures. A review of the key procedures should take place at the commencement of each newly elected Council.

When a document is revised, the changes should be shown by a line in the margin.

11. Recommended Fonts

Arial

Title (22pt bold)

Approved By: **(10 bold)**

Date: **(10 bold)**

Scope (14 bold)

Text (10)

Contents (14 bold)

1. List (10)
2. List 2 etc

1. Section (14 bold)

1.1 Sub section (12 bold)
Text 10