

Document Control Policy

Document Control Information

Document Custodian	IT Officer	Approved by	Chief Executive Officer, Medical Director
Current version	1.2	Review date	22 September 2011
Last modified	24 August 2011 – Simon Marek		

Introduction

The Document Control Policy exists to ensure that all documents produced by AOGP have a uniform method of quality assurance.

To facilitate this quality assurance, a document Control Block has been created for use where appropriate.

The Control Block provides the ability to:

- Identify which is the most current version of a document
- Know who to see for more information about a document
- See at a glance the history of a document
- Signify when a document is in need of review
- Provide accountability (ie. approval by...)

Document Custodians

As the name implies, a Document Custodian is a person nominated to be responsible for a document. In practice, this should be someone who is the 'go-to' person for a given document. This will often be the author of the document, or the last person to do major work on it. When creating a document, consider who the Document Custodian is. If it is not yourself, make sure that you have discussed responsibility with the person or persons involved. *The Document Custodian should be referred to by role, written in full: eg. 'Education Officer – Registrar Training Support'.*

How to use the Control Block

Where

The Control Block should be included on the first page of content of your document (ie. on the inside cover). See image on page 2 of this policy for an example. The Document Control Block does not need to be included on any other pages of your document. Spreadsheets should include the Control Block in the footer.

Exemptions

The Control Block should not be used for the following document types:

- Letters
- One-time reports

Visibility

Where Document Control is desired, but visibility of the Control Block is undesirable (for example, for a marketing brochure), the Control Block can be hidden (for example, within a comment).

Job Title vs Actual Name

The Document Custodian should be referred to by title (in full, not abbreviated), to reflect the nature of the custodian role and the fact that responsibility for documents should lie with a particular job role rather than a particular person. Job title should be used for the 'Approved by' section also. Actual name should be used for the 'Last modified' section and also in the Version History section.

Different Control Blocks

The Control Block is provided as a template in three different sizes, to accommodate the wide range of document types created. The different versions are provided below:

FULL CONTROL BLOCK

Document Control Information

Document Custodian	Joe Monkey	Approved by	Business Manager
Current version	3.2	Review date	31 December 2012
Last modified	23 September 2011 - Jerry Dotdok		
Version: 3	Modified: 10 Aug 2011 - Marge Enovera		
Version: 2	Modified: 13 Jul 2010 - Amanda Livering-cole		
Version: 1	Created: 2 Sep 2009 - Contance Noring		

When

- Critical documents
Documents with lots of important content (large docs)
Relevant to many stakeholders
eg Registrar Reference Manual, Junior Registrar Terms & Conditions
- Significant documents
Documents that are smaller in scale than above
eg project plans, policies

MEDIUM CONTROL BLOCK

Document Control Information

Document Custodian	Joe Monkey	Last modified	23 September 2011 – Jerry Dotdok
Current version	3.2		
Version: 3	Modified: 10 Aug 2011 - Marge Enovera		
Version: 2	Modified: 13 Jul 2010 - Amanda Livering-cole		
Version: 1	Created: 2 Sep 2009 - Contance Noring		

When

- Internal documents
Documents that are less critical
eg administrative checklists

MINI CONTROL BLOCK

Document Control Information

Document Custodian	Education Officer – PGPPP Delivery	Current version	3.2	Last modified:	23 September 2011
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When

- Miscellaneous documents
Documents where the full version is not appropriate
eg Telephone contact list, Information booklet, Organisational chart