

Document Management Policy & Procedures



Koala Corporation

Document Management Policy & Procedures



Purpose

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

Policy

1. Version control

- ♦ All internally produced documents used by the organisation are subject to version control as set out in the procedures section of this document.
- ♦ 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 organisations cloud-based storage system. Files are archived as they are superseded by a new version.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 procedures section. 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 their immediate manager, or 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 Operations Manager 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 procedure section.
- ♦ Approved documents will be saved for use in the organisations cloud-based storage system.

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Procedures



1. Document development

- ♦ Format of documents
 - All documents must conform to the **Koala Corporation Style Guide**.
- ♦ Document naming
 - All documents must be named clearly so that others can easily interpret what the document is for. For example, "Sales Report December 2018"
- ♦ Development of policies and procedures
 - Policies and procedures are to be written using the **Policy and Procedures template**. The templates include the appropriate headings and format.
 - Include the 'Document Control' section at the end of the document showing the details of the policy/ procedure and link it to standards where applicable.
 - Policies and procedures are coded according to the area of business they relate to.
 - All policies and procedures are to be considered draft until approved by the Operations team.

2. Version control

- ♦ Whenever an update is made to a file, a new version of the file with the same name is created.
- ♦ The cloud-based storage system implements an automatically version numbering system when a new version is updated to the system. The system will increment the current version by 1. For example, version 1 will become version 2 when the document is updated.
- ♦ Version control should be shown on in the footer of the first page of the document.

3. Document approval

- ♦ Approval responsibility
 - Forms, policies, and procedures need to be approved by the Operations Manager.
 - Training and assessment documents and materials must be approved by the Training Manager.
 - All other documents must be approved by the Operations Manager or by the Managing Director as appropriate.

4. Saving approved versions

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- ◆ When approving a document, save the approved version to the Koala organisation cloud-based storage system.
- ◆ Record approved documents
- ◆ Once a document has been approved ensure the document details are provided to the Operations Manager for recording in the Document Register.

5. Document storage

- ◆ Electronic file storage
 - The cloud-based storage system has folders set up for each area of the business. Files must be saved in the folder most appropriate to its area of business.
 - Documents from 'Archived' folders are not to be used. These are used for archival purposes only.
 - If a required document cannot be found contact the Operations Manager.
 - No files are ever to be deleted from the file server by anyone other than a designated person appointed to do so by the General Manager.
- ◆ Archiving documents
 - Upon the approval of a new version of a document, the cloud-based system will move the superseded files into the 'Archived' folder automatically.

Related policies, procedures, forms, and documents

The following are related to this policy and procedures:

- ◆ Koala Corporation Style Guide
- ◆ Koala Corporation - Policy and Procedures template

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Document Control



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