VERSION CONTROL POLICY

Purpose

This procedure is in place to control the security, amendment, approval, reviewal, issue and withdrawal of documents and data used by the organisation and to provide information and instruction for the support of the quality system.

Scope

Documents required by Vibe College shall be controlled to provide evidence of conformity requirements and of the effective operation of the quality management system.

All documents and records shall remain legible, readily identifiable and retrievable.

This procedure defines the controls needed and ensures that relevant versions of applicable documents are available at points of use to prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

Procedure Documentation

Definitions of Authority and Responsibility

The CEO has the authority and responsibility for the review, amendment, approval, review, distribution and security of documents within their area of control.

The CEO is responsible for ensuring electronic records are backed up at appropriate intervals and copies maintained in a secure and confidential location off site.

Control Forms

The CEO is responsible for the implementation of this procedure and has the ongoing authority and responsibility to:
   a. Review and approve documents prior to issue;
   b. Distribute new and amended documents;
   c. Issue instructions to document holders for the treatment of superseded and obsolete documents;
   d. Issue formal documents to staff / students; and
   e. Maintain the RTO's Document Register.