VERSION CONTROL POLICY AND PROCEDURE

PURPOSE

This policy and procedure will ensure the wide range of documentation produced and controlled by Life International Training meets regulatory requirements for version control and delivery of only the most current training packages, using the most current training and assessment resources.

SCOPE

Life International Training staff must all consistently manage document versions of all Policies, Procedures, Manuals and Forms for quality control. Approved revisions and amendments will be created and regulated.

PROCEDURE

- A list of documents with the respective issue and / or amendment status is maintained via the *Controlled Document Register*.

- The most current document version is to be accessed electronically.

- Previous versions of the document will be held electronically and archived to ensure only the latest document version is used.

- Version numbers and page numbers are to be included in the Footer are as follows:

    Document Name: **Revision:**   **Review Date:**   **Page:**

- All Personnel required to perform any function under the RTO's scope of registration have ready access to all necessary and current documents.

- Each new or revised document. form, policy and procedure are to be authorised by the Managing Director of Life International Training. Authorisation signature and date are to be recorded at the end of each policy and procedure.

- In all instances, staff wishing to make any relevant changes to training materials are to register this change through a *Corrective Action Form* for implementation on the *Corrective Action Register* through the Document Controller. Documents must be sighted and approved by the Managing Director. Once approved, the previous version of the document is archived electronically.

- All documentation is to be reviewed periodically for currency by the Document Controller.

- Any purchased documentation is to be recorded in the *Corrective Action Register*, with version updates to be recorded as required/purchased.