Chapter 23. Document Version Control

23.1 Introduction
This Chapter details the policy and procedures ATDP applies to the control of formal documentation.

23.2 Purpose of Document Control
In a complex, multi-user environment, use of identical documentation is essential to good governance, management and administration, and ATDP credibility.

23.3 Document Control System
The following document controls are to be used for all ATDP formal documents, be they hard copy or electronic:

23.3.1 Draft Documents
Draft documents are to:
- be prepared in MSWord; and
- bear the words ‘DRAFT VERSION [No]’ diagonally across the page in grey font and size that do not obscure the document but make clear that it is a draft; and
- in the footer bear:
  - left side: the date of release of the document to readers (where multiple drafts are released on the same day a date-time group is to be used),
  - right side: page number.

23.3.2 Finalised and Authorised Documents
Finalised documents that have been authorised by the CFMG (and, where appropriate, endorsed by the SGB) are to:
- in the header, insert the approved ATDP header; and
- in the footer bear:
  - left side: the date of release of the document to readers (where multiple drafts are released on the same day a date-time group is to be used),
  - right side: page number.

23.4 Document Control P&PM
The following document control will be applied to this Policy and Procedures Manual:
- A CFMG Member will be assigned responsibility for maintaining, holding and revising the existing MSWord files, adding new, securing CFMG clearance, and saving as a pdf.
- Good management practice is that person responsible for holding the MSWord files and saving the finalised and authorised document be responsible for posting the documents into the appropriate P&PM Library.
The OMS Manager will arrange the necessary access for the authorised officer to post documents to the P&PM in the OMS.

23.5 Participants’ Responsibilities
Any ATDP Member who raises a document is responsible for ensuring that the document complies with the document control system at para 23.3