



MANAGING COMPANY DOCUMENTS PROCEDURE

1. INTRODUCTION

Charles Sturt Campus Services Limited has developed the following procedure to assist in the efficient maintenance of an organised control system for all company documents, ensuring an efficient method of document creating, searching and filing.

2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control and includes policies, procedures, plans, guidelines and tools.

3. PURPOSE

To ensure all company documents are systematically created, organised, filed and updated in accordance with Charles Sturt Campus Services Limited requirements and appropriate legislation.

4. DEFINITIONS

Definitions specific to this procedure are provided below.

Major change - a major change has impact on Charles Sturt Campus Service Limited operations.

Minor change - a minor change includes formatting; changes derived from other documents major changes, and do not have an impact on Charles Sturt Campus Services operations.

5. SECURITY GUIDELINES

There can be a large number of security guidelines when composing company documents. Depending on the document itself, will depend on the security needs of that document. For example; a document that is confidential, including a letter to a staff member or an Employment Offer Letter, will need to be password protected and electronically stored in a confidential folder, with the password only being known by a limited amount of direct management staff.

Some documents including policies and procedures will need to be edit protected or converted to a PDF to ensure no changes are made to that document without the correct authorisation.

6. PROCEDURE

Process step 1 – Creating a Company Document

When creating a company document there are a number of document templates saved in the shared drive, these being efficient time savers, all with the correct header and footer and need as little as changing the key details indicated in the template, e.g. dates, names.



If the staff member is creating a new document that does not have an existing template the header and footer template is required to be used, this ensures the header and footer are correct prior to the document being composed.

Formatting

Header is required to have the following specifications;

At the top right hand side of the page, with the below specifications listed in red.

Style: Calibri Size: 11 Bold Italics → **Charles Sturt Campus Services Limited**
Style: Calibri Size: 8 Bold → **ABN 37 063 446 864**
Style: Calibri Size: 8 Bold → **Registered Office**
Style: Calibri Size: 8 Bold → **Division of Finance, Bld 8**
Style: Calibri Size: 8 Bold → **Charles Sturt University**
Style: Calibri Size: 8 Bold → **WAGGA WAGGA NSW 2678**

Footer is required to have the following specifications;

At the bottom left hand side of the page, with the below specifications listed in red.

Clean Glass and mirrors to 1800mm

WI.009 V001

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Date of first issue: 1-Jun-2012

Date of last review: 24-Jun- 2014

Date of next review: 24- Jun-2017

Printed hard copies of this document are uncontrolled. For the current version, please refer to the CSCS web site.

Process step 2 – Approval of Documents.

Approval

All new and changes to existing WHS management system documentation must be approved by the CSCS General Manager

Proofing

Before the document is submitted to the General Manager for review, the creator should proof his/her work ensuring there are no spelling mistakes, no grammatical errors and that all relevant information is included.

Review

When the author is satisfied the document is complete it will then need to be emailed to the General Manager and or delegated authority for review, the General Manager and or delegated authority will report



if any changes need to be made and the author can then alter the document and return to the General Manager and or delegated authority.

Process step 3 – Document Control

After the proofing and review from the General Manager the document can then be forwarded on to the Administration Assistant where he/she will start the document control process and register the new document, this entails listing the document in the Document Control Register and changing the footer of the document to suit the specifications of the Control Register.

Version control

Major Changes – if a major change occurs requires a new version.

Minor Changes – these can occur at any time

A document must be identified as version 1 when it is a new document or if a document changes type.

A document must be given the next consecutive number following major change, e.g. version 1, version 2, etc.

The Administration Assistant will then save the document converting it to a PDF if applicable, the original document will then be saved in a secure folder (CSCS MASTERS) and the release version will be saved in appropriate location with all access to CSCS Management, these locations include CSCS Shared Drive or CSCS Webpage.

If this document needs to be altered in the future, the person requiring the document to be changed will need to approach the Administration Assistant or General Manager to approve and make changes on the original document within the secure folder using the Document Change Request Form (ADM.017) and following the Document Change Request Procedure (ADM.018)

If there is a large number of changes to be made the document should be discussed for reviewing of the document by the CSCS Management Team.

Process step 4 – Distribute Document

After the document control process is complete and the new document is stored in the appropriate location, the Administration Assistant will email the CSCS Management Team, if relevant, indicating a new document has been created and the location. The document can then be distributed to the required personnel.



Documents are generally distributed and located within the CSCS website or CSCS shared drive.

Process step 5 – Review and Changing a Document

When a document is reviewed and any major changes are made, this document will then be given the next consecutive number for the document version. The reviewed Master Document will then become an obsolete version and be moved by Administration to archives.

Action	People / those allowed
Create new doc	General Manager & Administration Assistant
Review/ edit existing doc	General Manager & Administration Assistant
Delete existing doc	Administration Assistant
Read Docs	Everyone

All changes are to be recorded in the Charles Sturt Campus Services Limited Document and Records Register.

Documents must be reviewed at least every 3 years by the CSCS Management Team or prior to three years depending on changes to legislation, review of procedure following incidents or to ensure continuous improvement..

The following table indicates responsibilities and authorisations for document review;

Document Register

Every current document and document under development will be recorded on the document control register. The register includes:

- the document title and document number; and
- version number; and
- status of document (controlled); and
- date of issue; and
- creator; and
- approver; and
- review date; and
- reviewed by; and
- pages after review; and
- next review date.

7. SIGN OFF

Company Representative:

Signed:

Date:

04-07-2019

Name:

Martin Dooner

Position:

General Manager
