Procedure code and title:	3.4.4 Document Version Control
Policy area:	3.4 Information Management and Data Systems
Version Number:	1
Reviewed by:	Quality Assurance Sub-Group
Date approved by Quality Council:	27th June 2023
Date of Implementation:	1st January 2024
Review Date:	

Purpose

The purpose of this procedure is to detail KWETBs management practice which ensures that draft documents are tracked and revised drafts are updated as final versions.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

As part of KWETB Document and Version Control, the following procedure ensures that the update of versions, both minor and major amendments are tracked and documented, so that it is known, which is the final version to work from.

A Minor version amendment is a small change to the document i.e. spelling or grammar, this is represented by incremental decimal, i.e. 1.1, 1,2, 1.3. Minor version amendments do not need to be approved but should be recorded on the Version Control Record.

A Major version amendment is a significant change to the document and changes are represented in sequential numbering, version 1,2,3 etc. Major version amendments will need to be approved by the Quality Subgroup and should be recorded on the Version Control Record.

Procedure - 3.4.4 Document Version Control

1	The person(s) who is creating the document should ensure that a version number is included at the end of the file in the format v1, v2, v3 etc.
2	The person(s) who is creating the document should include information on the status of the document such as 'Draft' or 'Final'.
3	When minor amendments are made to the document (i.e. spelling or grammar), the person(s) who is making the change should ensure that they use the Version Control Record Document, giving details of the version number, the author, the date, the change made.
4	When major amendments are made to the document (i.e. significant change), the person(s) who is making the change should ensure that they use the Version Control Record Document, giving details of the version number, the author, the date, the change made. The requested change for major amendment should be submitted to the Quality Assurance Subgroup for approval.
5	The Quality Assurance Subgroup should review the change and either approve the new version or return for further information.
6	The relevant person(s) responsible should make the changes (minor or major) to the document.
7	The relevant person(s) responsible should ensure that final versions are saved as a PDF document.
8	All stakeholders should try to keep documentation electronically filed.
9	The person(s) who is making the changes, should ensure that relevant people are notified of the change and update any relevant information platforms with the new version and archive the old version.

2. Resources

Resources	• Version Control Record