



Version Control Policy

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UNCONTROLLED IN HARD COPY FORMAT



DTW Designs (Qld) Pty Ltd
RTO 31507
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The Gap Queensland 4061

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Purpose

This policy ensures that the wide range of documentation produced and controlled by DTW Designs (Qld) Pty Ltd meets regulatory requirements for version control and delivery of only the most current training packages, using the most current training and assessment resources.

Scope

DTW Designs (Qld) Pty Ltd 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 by the NovaCore CMS platform.

Procedure

NovaCore CMS

Following NovaCore CMS.

Manual Process

1. A list of materials with the respective issue and/or amendment status is maintained via the Quality Documents, Records and Materials Register. Hard copies of updated versions are to be kept on file by the RTO Administrator.
2. The Current version will be accessed electronically and may also be printed and available in the administration area upon request. To control printed copies, this version will also have displayed the Managing Director of DTW Designs (Qld) Pty Ltd original signature located at the end of the document.
3. Previous versions of the document will be held on electronic copy file only, to prove the authenticity of the current version. This document will be in the archive.
4. Revision numbers and dates (size 8 font) are to be included in the Footer as detailed below.
Revision: 1.0
Revision Date: DD-MM-YYYY
5. All Personnel required to perform any function under the RTO's scope of registration have ready access to all necessary and current materials.
6. Each policy and procedure are to be authorised by the Managing Director of DTW Designs (Qld) Pty Ltd. Authorisation signature is to be recorded at the end of each policy and procedure.
7. All staff that change training material is to register this change through the Managing Director of DTW Designs (Qld) Pty Ltd for implementation on the Quality Documents, Records and Materials Register.
8. All materials are to be reviewed for currency by authorised and competent staff before issue or re-issue.



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9. Any purchased material is to be recorded in the Quality Documents, Records and Materials Register, with version updates to be recorded as required/purchased.