



Version Control Policy and Procedure

Policy

All documents and advertising materials produced and used by ASPA are required to be dated to ensure consistency and currency as per the RTO Scope of Registration Document.

The version status of all documents is to be logged in the Version Control Log Book (maintained by the Secretary), which may be kept in electronic form.

All documents, (including policies and procedures) are to be checked for accuracy and currency once per year. Any changes to the AQTF standards or policies are to be incorporated at this time. When checked, each document is to be date stamped in the footer.

Copies of superseded documents and advertising materials shall be destroyed to ensure dissemination of correct information at all times. The responsible executive member (the Secretary) keeps one copy of each document for the purposes of historical accuracy. This copy is to be safely archived and marked as such in a separate electronic directory.

Procedures

All manuals, instructional handouts and first aid procedural guidelines are verified and approved by the Medical Committee of the Australian Ski Patrol Association Inc. The Medical Committee comprises a selection of health professionals including practicing general practitioners, surgeons and trauma specialists. No information is distributed to members or candidates without its validity and currency being confirmed by Vice President Education.

All written information and course content is guaranteed by the Australian Ski Patrol Association Inc. to meet the standards as set out by the Australian Resuscitation Council and NSW Workcover.

The Words: "Updated *month year*" must be visible on all documents and training materials. The print date is irrelevant and is not to be used. New documents are not to have automatic date updates applied.

Responsibility

Updates are registered and confirmed by date and edition in all publications of the Australian Ski Patrol Inc. The Vice President Education maintains a list of educational materials (Version Control Log Book) with issue date and or



amendment status. The Executive Officer may be directed to maintain the list of advertising and other materials not maintained by the Vice President Education. In the absence of an Executive Officer the Secretary has this responsibility.

All educational materials are reviewed for currency by the Vice President Education prior to issue or re-issue. Other materials are reviewed by the Executive Officer prior to issue.

The Vice President Education and the Executive Officer (or Secretary where no Executive Officer exists) ensures that all members, students and staff have access to all current materials, as they require.

Electronic Copies of the DVD Library of Documents

All materials subject to version control, including training packages, are stored (and version date labelled) within ASPA's intranet.

The intranet is available on DVD and sectionalised to CD for all ASPA trainers (as required). Some elements are available through the ASPA Website through password access.

Each State Vice President has access to, and possession of, the ASPA DVD Library which is maintained by the Secretary. Notification of the current version of the DVD is the responsibility of the Secretary.

Training materials delivered through flexible delivery methods are date labelled on the CD or electronic document.