

Australian Alpine Training Institute

**VERSION CONTROL
Procedure**

- A member of staff is assigned the responsibility of managing/authorising version control of all documents relating to The Australian Alpine Training Institute
- The staff member establishes a version control register, see Version Control Register Form CV, which documents version number and dates of issue of all documents
- The staff member allocates a document ID (eg. Form CP) to each document
- The staff member reviews all documents prior to issue or re-issue
- The staff member notes the names of receivers of modified documents on distribution list in register
- Regular updates of the register and documents are issued (hard copy, electronic) to all personnel by the staff member to ensure employee knowledge of updated materials and the procedure to access documents
- The authorised staff member retrieves superseded documents (if possible)
- The authorised staff member regularly archives or destroys superseded documents

The following standard is the format for version control; all documents relevant to the Australian Alpine Training Institute must follow this standard:

see example:

Version Number	Space	Date	Form Identifier
V1.0	-	02/10	Form XYZ