



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

Management of Quality Documents Procedure

Change History

Original Date:28/10/08

Review Date: 13/09/2018

First Published:		28/10/2008	Originally Created by:	Quality Lead
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
19 Feb 2018	Standards Officer	Small changes to wording and referencing	Operations Manager	24 July 2018
13/09/2018	Standards Officer	No Changes	CEO	17/09/2019
21/04/2020	SMT	No changes	CEO	21/04/2021

Scope

This procedure details the requirements for the compiling, raising, issuing, storing and amending of Enable Quality Documents.

Definitions

Enable Quality Document.

All Enable forms, policies, procedures and specifications shall be considered to be Enable Quality Documents and be standardised as stated in this Management of Quality Documents Procedure.

Style

All documents **MUST** be compiled using an Enable Quality Document House Style.

Arial font shall be used for all Quality documents standard size 10.

Only the Standards Officer shall compile or edit Enable Quality Documents.

Each document page header shall contain

- i The document type i.e. form, policy, procedure or specification
- ii The title emboldened
- iii The document number
- iv The Enable Logo

Documents shall be numbered consecutively

- i Forms F001....
- ii Policies POL001....
- iii Procedures PRO001....

Each document page footer shall contain

- i Original date of creation
- ii Amended Date
- iii Approved by

Raising and Approval of Documents

Original Date:28/10/08

Review Date: 13/09/2018

PRO-005

All documents may be raised by any member of Enable staff but must be checked and approved by Enables Standard Officer.

Document amendments may be suggested by any member of Enable staff and discussed with the Standards Officer. Before amendments are made or new documents issued they MUST be approved by the Standards Officer and Operations Manager.

Issuing of Enable Quality Documents

All quality documents shall be issued by the Standards Officer.

A hard copy of each current issue shall be kept by the Standards Officer and stored in a central file named Enable Policies, Procedure and Forms which will be made available for all staff to read.

An electronic copy shall be stored as a PDF in the Enable Policies, Procedure and Forms folder which will be available for all staff to access. The Quality Documents shall be stored in such a way that it cannot be amended by anyone other than the Standards Officer.