1. **DEFINITION AND SCOPE**

1.1. This document defines the standard for document referencing, approval and version control for Estates and Campus Services published procedure documents.

2. **DOCUMENT REFERENCE NUMBER**

2.1. Standard Acronym of ECS sub-Division, Procedure Number (numbering to start at 0), Initials of Document Title, separated by hyphens, all letters in capitals:

**Examples**

Support Services Document Control Procedure SUP-01-DCP  
Projects and Planning Project Implementation Form PP-01-PIF

3. **STANDARD HEADER**

4. **STANDARD FOOTER**

5. **VERSION NUMBERING**

5.1.

5.1.1. First iteration of the document to be version 1.0  
5.1.2. Minor revisions and amendments change increment by .1 i.e. 1.0 becomes 1.1  
5.1.3. Major revisions change whole number and revert to .0 i.e. 1.4 becomes 2.0

6. **FONT**

6.1. Font University standard font – Calibri (Body) 11.

7. **DOCUMENT FILE NAME**

7.1. Standard Acronym of ECS sub-Division, Document Title³, Procedure Number as for the reference number, separated by hyphens.

**Examples**

Support Services Document Control Procedure SUP-01-Document Control.docx  
Projects and Planning Project Implementation Form PP-01-Project Implementation.docx

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¹ Generic Titles such as Form, Procedure need not be included in the name. Where there are a number of documents with the same process then this will need to be included. E.g. Pre-Contact Change Control Register
8. APPROVAL
   8.1. All documents must be signed off by the relevant sub-Division Head.
   8.2. Major changes must be signed off by the relevant sub-Division Head.
   8.3. Minor revisions can be approved by the document creator.
   8.4. Written evidence of sign-off for all documents and document version changes must be provided prior to publication.

9. PUBLICATION
   9.1. Approved document issued to KB – Implementation Log updated with Issue Date.
   9.2. Approved document stored in secure area X:\ECS\PP\PP Procedures\Intranet
   9.3. Previous version archived in secure area X:\ECS\PP\PP Procedures\Archive DO NOT USE.
   9.4. Previous version on intranet deleted.
   9.5. Approved document published on Intranet– Implementation Log updated with Publication Date.

10. ECS SUB-DIVISIONS

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<th>Sub-Division</th>
<th>Director</th>
<th>Standard Acronym</th>
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<tbody>
<tr>
<td>Asset Management and Compliance</td>
<td>Richard Thomas</td>
<td>AMC</td>
</tr>
<tr>
<td>Campus Services</td>
<td>Kirsty Woodward</td>
<td>CS</td>
</tr>
<tr>
<td>Projects and Planning</td>
<td>John Pointon</td>
<td>PP</td>
</tr>
<tr>
<td>Service Development and Resources</td>
<td>Chris Harrison</td>
<td>SDR</td>
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<tr>
<td>Support Services</td>
<td>Anne Harvey</td>
<td>SUP</td>
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