

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

Version Number

Page **N** of **N**

Release Date, Month Year

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 Title¹, Procedure Number as for the reference number, separated by hyphens.

Examples

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

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

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