



## **National Long Term Survivors Group Document Control Policy**

**Issue:** 1      **Date:** 10/9/2010

### **A. Purpose of the Procedure**

1. To define how NLTSG policy and procedure documents (hereinafter 'policies') are controlled, stored, distributed, reviewed and kept up to date.

### **B. Principles**

1. It is important that all policies held by NLTSG are handled in a controlled manner so that anyone that needs to use them has access to the latest version.
2. Policies need to be reviewed regularly to ensure that they are still relevant and inline with current best practice and legislation.

### **C. Details**

1. A member of NLTSG will be designated as the Document Controller.
2. The Document Controller shall hold the master copy of each policy.
3. Policies shall clearly state the title of the policy, the page number and the version date on each page.
4. The Document Controller shall review the policies annually to check for continued relevance. He / she may call upon any other member or non-member to help with this review. In particular, the Document Controller shall consider whether the policy needs to be put before the Board of Trustees for review.
5. Old versions of the policies shall be kept for the record but stored separately from the current version.
6. The Document Controller shall be responsible for ensuring that all Trustees are aware of and have access to the current version of each policy and the new version of any policy when it is updated. This may be by paper or electronic means. This is especially important for new Trustees.
7. The Chair of NLTSG shall be responsible for ensuring that all Trustees (new and existing) are aware of, and trained on, this and all other policies.
8. A copy of any policy shall be made available to any member of NLTSG, or any relevant non-member, on request. This may be by paper or electronic means.
9. A copy of all policies shall be available at every NLTSG weekend.
10. All policies will be displayed publicly on the NLTSG website unless a particular policy contains sensitive data which may not be made public.