



# PROCEDURE

## Controlled Documents



Issued with the authority of the Chief Commissioner  
and Chief Operating Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Head of Risk		
Document type	Procedure	Date of issue	7 January 2020
Document code & no.	PROC01	Version number	2
Document title	Controlled Documents	Due for review	January 2023

# Controlled Documents

## 1 Purpose

- 1.1 This document is intended to instruct readers in the management of Scouts Australia NSW controlled documents including:
- Creating a new document using a standard template that has been formatted and branded with Scouts logos and colours;
  - Editing a controlled document template;
  - Seeking authority for approval of new documents;
  - Publishing and storing controlled documents; and
  - Revision, approving changes and the removal of documents.

## 2 Creating a controlled document

### Document code and number

- 2.1 Prior to creating a controlled document, the author or sponsor of the document must contact the Head of Risk to request an allocated document code and number.
- 2.2 The Head of Risk maintains the **Registry of Controlled Documents**. This is a spreadsheet listing specific document control information for each document.
- 2.3 Document codes are an abbreviation of the document type. Available codes are listed in **POL01 Controlled Documents Policy**
- 2.4 Document numbers are allocated to ensure that there is no duplication in numbering. Numbers must be of two digits, having a leading zero if necessary, eg. 01.

### Using a template

- 2.5 Each controlled document must be created from the same Microsoft Word template available in a Scouts IT drive folder (K:\Controlled Documents\05 Current Templates). The **Controlled Document Template** may also be downloaded from the Scouts NSW website.

## Document title

- 2.6 It is important that documents are given a title that immediately identifies its subject matter but don't begin with formulations like *"The, Scouts, Policy on, Procedure for"*.
- 2.7 Short titles are preferred. Use common understood abbreviations to shorten the file name, eg. WHS, EEO, IT. Capitalise each word (except to, from, for, of, in, a, an, and, the, with). Avoid capitalising the entire file name. Avoid special characters such as ! @ # \$ %.
- 2.8 The version number of controlled documents is to be included.
- 2.9 Name the document according to the following pattern - Document code and number, document title, version number.
- Example: PROC01 Controlled Documents V 1.0
- 2.10 Ensure that the title is the same on the cover page, the first page, and in the metadata table.

## Version number

- 2.11 Version control allows Scouts NSW to track changes to a document. A version number should appear on each version of a draft, approved and revised document.
- 2.12 In the case of draft documents, the word 'DRAFT' should also be included as a watermark on each page.
- 2.13 The version numbering currently in use is:
- The first draft of a new document is V 0.1
  - Subsequent drafts will increase by 0.1 in the version number, eg. V 0.2, 0.3, 0.4
  - The first approved version of a new document is V 1.0
  - Minor amendments to an approved document will increase by 0.1, eg. V 1.1, 1.2, 1.3
  - Major amendments to an approved document increase by 1.0, eg. V 2.0, 3.0, 4.0
- 2.14 NOTE after the full review and approval of a document, the number to the left of the decimal point increases by 1.0 and the number to the right returns to 0.
- Example: V 2.4 of a Policy is fully reviewed and approved with the same title, so the Policy is now becomes V 3.0

## Metadata

- 2.15 The following metadata must be entered into the table at the bottom of the cover page:

Scouts Australia NSW

File name	PRO 01 Controlled Documents 2.0	Page 3 of 7
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- **Sponsor:** the position title of the person responsible for implementing the policy, etc
- **Document type:** eg. Policy, Procedure, Fact Sheet, Leader Support Guide
- **Document code & no.**
- **Document title**
- **Date of issue:** the date at which the Chief Commissioner and the Chief Executive Officer authorised the document.
- **Version number**
- **Due for review:** a date no more than two years after the date of issue.

## Updating an old document

- 2.16 If a document already exists, and is being revised according to the new standard, you must either apply the **Controlled Document Template** to the existing document, or copy the document contents to an empty document that uses the controlled document template.
- 2.17 It is likely that, whichever of the two methods were used, you will need to set new styles to all the text of the new document. Place the cursor in each paragraph in turn, and select the appropriate style from the Styles section of the Home ribbon.

## Applying the template to an old document

- 2.18 In Microsoft Word, select File, Options, Add-ins, Manage, choose Templates and click Go. In the dialog box, under Document Template, choose Attach and select the current **Controlled Document Template** from the K: drive. Check automatically update document styles. Remove any other templates shown.

## Copying an old document to a new document

- 2.19 Open the old document and press Ctrl-A to select all contents. Press Ctrl-C to copy, and place the cursor at the end of the new document (created from the controlled documents template). Press Ctrl-V to insert the contents of the old document into the new one.

# 3 Editing a controlled document

- 3.1 The **Controlled Document Template** is deliberately minimal. It uses one standard Microsoft font (Calibri), 11 paragraph styles and two text styles. The most frequently used paragraph styles are:
- **Heading 1, 2, and 3** – Light-blue headings. Only Heading 1 is automatically numbered. Do not attempt to add numbers to other heading levels.

- **Normal** – body text, which is automatically numbered according to the preceding Heading 1 heading. Do not remove numbering; if you want unnumbered paragraphs use the List Paragraph style.
- **List Paragraph** – an indented style, primarily for lists, but also useful for creating unnumbered paragraphs. This style may be left plain or numbered or bulleted. See below for instructions on using these variations.

3.2 Other paragraph styles are:

- **First Header** – the banner at the top of the cover page. This is large so that it is legible in an automatically generated thumbnail image.
- **Caption, Follow-on Header** – captions (of diagrams, etc.) and the follow-on header 'UNCONTROLLED IF PRINTED'.
- **Title** – a right-aligned heading style to be used only for the document title and the title of any attachments.
- **Intense Quote, Underlined Quote** – an inset, blue, bold, underlined style for highlighting key phrases.
- **Footer Table** – text in the metadata table and footers on following pages.
- **Footer Table Heading** – a second footer style, not to be used elsewhere.

3.3 Bold and italic styles maybe applied to body text using the **Strong** and **Emphasis** styles in the Styles section of the Home ribbon.

## Lists

3.4 Always use the List Paragraph style for lists. Do not use icons in the Home ribbon to bullet or number a list, instead select the list entries, right-click and select Bullets or Numbering from the pop-up menu.

## Attachments

3.5 Begin attachments by inserting a page break. Title the attachment and apply the Title paragraph style to it. Use a Heading 1 heading to begin the text of the attachment, and renumber it to start at 1 instead of following on from the numbering of the parent document. To renumber a heading, right-click on the number and select Restart from 1 from the pop-up menu.

## 4 Revising a controlled document

- 4.1 If the document management system allows it, 'check out' the document you intend to revise, so that others are prevented from editing it at the same time and are made aware that changes are being made.
- 4.2 Ensure that the latest version of the **Controlled Document Template** has been applied. See above for instructions on how to do this.
- 4.3 Increment the version number, according to the types of changes you make. This is important, as this is the only means to avoid overwriting an older version of the document. See above for instructions on how to do this.
- 4.4 Check that all metadata in the cover page table is correct.
- 4.5 Ensure that the footer has been properly updated. The footer contains a field that displays the file name which must be updated manually. Therefore, if you have changed the name of the file (usually due to a change in the version number) then the footer must be updated.
- 4.6 The footer may be edited by double-clicking in the footer area. Place the cursor over the file name and right-click. Select 'Update Field' from the pop-up menu. Save the file once again to make sure that the update to the footer is not lost.

## 5 Authorising a controlled document

- 5.1 A document must not be published until the authorising signatory has approved the document for release.
- 5.2 By the time the document is ready to be authorised it should have been viewed in a draft version and provisionally approved by the authorising officer.
- 5.3 Prior to sending through the final version for a signature, the author or sponsor of the document must take care to remove any watermarks, tracking changes, and update the version number in the metadata table and the footer to indicate a final approved document, eg. V 1.0. The correct date of issue and date of review must also be added to the metadata table.
- 5.4 Signatures are usually required from both the Chief Commissioner and the Chief Executive Officer. There may be times when only one signature is required and on some occasions an additional signature is required. Check prior to issuing and amend the signature block.

## 6 Registering and storing a controlled document

- 6.1 Once authorised, the signed document must be scanned to PDF and forwarded to the Head of Risk, along with the original MASTER Word version.

- 6.2 The Head of Risk will ensure the document is added the **Registry of Controlled Documents**.
- 6.3 The MASTER version will be filed in a secure IT drive location with limited staff access.
- 6.4 If the document is to replace another document of the same name, the previous WORD version of the document will be moved to a Superseded Documents folder.

## 7 Publishing a controlled document

- 7.1 The document sponsor will liaise with the Communications and Marketing Team to determine the most appropriate place for the new or revised document in PDF version that is accessible for the relevant audience.
- 7.2 Members should be notified of changes to controlled documents where relevant. In the case of documents relating to Child Protection notification is mandatory.
- 7.3 In addition to storing the file on the appropriate IT drive, the document may be uploaded in PDF format to the Scouts NSW website by the Communications and Marketing Team.
- 7.4 For documents that are available to the public, the document sponsor should create a website news article and an e-bulletin article linked to the uploaded file. For documents that are not public, only an e-bulletin article needs to be linked to the uploaded file.
- 7.5 The Communications and Marketing Team will ensure that all previous versions of the document are deleted from the website. This entails deletion of files, not just removal of links. If old files are not deleted, they remain accessible in a viewer's bookmark.

### Relevant Documents

POL01 Controlled Documents Policy

Registry of Controlled Documents

Controlled Document Template