CMI Awarding Body Document Control Policy – Ref: AB/POL/0017/Aug18/V05

Purpose

This policy sets out guidelines and procedures for CMI Awarding Body document control, to ensure that users have the most recent and up-to-date version.

Introduction

Regulations require CMI to:

● Demonstrate it has systems in place for the version control of documents.

Scope

This policy and procedure applies to CMI Awarding Body, specifically the Awarding Body Support Manager and The Awarding Body Quality Auditor, to ensure the control of all documentation relating to its regulators.

Procedure

The AB SM and QA will maintain a record of controlled documents (the Document Control List).

a) Documents produced to support the Awarding Body's compliance and quality assurance system will be considered as controlled documents and will contain:

● A unique reference number

The unique reference number will also be linked to:

● The department
● Type of document
● Creation date and any subsequent amendment dates
● Version number

b) All documents are stored in Google Docs in the QA's Drive which all members of the AB team have access to. If the document is considered evidence for our regulators it may also be stored on:

● Website
● Smartfile
● The Portal (Ofqual's IT system)
● SharePoint (SQA's IT system)
● Regulatory Documents (under Awarding Body on the (\\thor) (F:) drive)
● HUB
● Approved Centre Handbook

Details of where each of the documents are stored is listed on the Document Control List.

c) All key Centre documents will be located on the CMI website. They are also listed in the Approved Centre Handbook for ease of reference. Only CMI Awarding Body staff has access and therefore control. Any other printouts of CMI documentation will be uncontrolled copies, and cannot be treated as an up-to-date version.

d) CMI Awarding Body are responsible for ensuring that any new documentation or changes to existing documentation are consulted on and communicated to internal and external stakeholders.

e) CMI will advise of the potential for any training requirements that may arise as a result of any new or amended documentation.

f) CMI documentation will be reviewed as part of our annual self-evaluation.

g) An amendment control record will be maintained by CMI for all documentation.