

<b>Title:</b>	Policy and Procedure on document versioning and tracking
<b>Policy Number:</b>	P035
<b>Approval Date &amp; Version:</b>	March 2022, Ver.1.6
<b>Approved by:</b>	Academic Board (AB)
<b>Next Review Date:</b>	January 2024

**External Reference Points:**

External Source	Reference Points
UKQC- Core Practices	N/A
UKQC- Advice and Guidance	N/A
Awarding Body Reference	N/A
Other reference Points	N/A

**1. Version Control**

1.1. Some documents go through a number of revisions before they become the final document and it is often important to retain these different versions so as to ascertain the development of the final document. It is therefore important to be able to differentiate between these different versions by giving them each their own unique identifier. This is applied through the use of ‘Version Numbers’.

**2. Version Numbering**

- 2.1. The Version numbering system is applied using numbers with points reflecting the major or minor changes made to the version, starting with the initial draft version 0.1.
- 2.2. **Minor Amendments** are recorded when small changes are made to the document such as spelling corrections, changes to contact numbers etc. Minor amendments to the document are reflected by incrementing the decimal number by .1
- 2.3. **Major Amendments** are recorded when big changes to the document are made that require the document to be re-approved (either by individual or groups). Major amendments to the document are reflected by incrementing the whole number by 1.

**Examples**

**Minor changes to approved documents are indicated by increasing the decimal figure**

- Document Version 0.1 (first approved version)
- Document Version 0.2 (second approved version)
- Document Version 0.3 (third approved version)

**Major changes to approved documents are indicated by whole numbers**

- Document Version 1.0 (first approved version)
- Document Version 2.0 (second approved version)

### **3. Recording of Version Numbers**

3.1. The version number should be recorded on the document itself so that people who have been asked to look at or, work to a specific version of a document, can verify that they have the correct one. The version number should be clearly indicated in the footer of each page.

### **4. “LIVE VERSIONS”**

4.1. Only **one** version of a document that is a Policy and/or Procedure can be in force at any one time. This “Live” version is indicated by the word “FINAL” at the end of the relevant Version Number. Thus “Document Version 3.1 FINAL” indicates a document that is in force, in its third iteration, with minor amendments.