ITSPack Control of Documents

Transport Roads & Maritime Services

System Procedure		ILC-ITS-SP-001

Purpose

The purpose of this procedure is to define the control of documents within ITSPack. It describes:

- The process of preparing, gaining approval, issuing and revising of documents.
- Standard for documents produced within the ITSPack.
- Procedure for managing the tasks associated with document control.

Scope

This procedure:

- Applies to all ITSPack documents (Policy, Technical Direction, Specification, Technical Procedures, Guidelines, Verification Records, Forms, Registers). Excludes OHS and Environmental Management documents.
- Applies to all branches/sections/units within the functional boundaries of the ITSPack.

Exceptions

Project-specific or client-supplied documents such as plans, forms etc. are not included within the scope of this procedure.

Documents in the ILC Management System

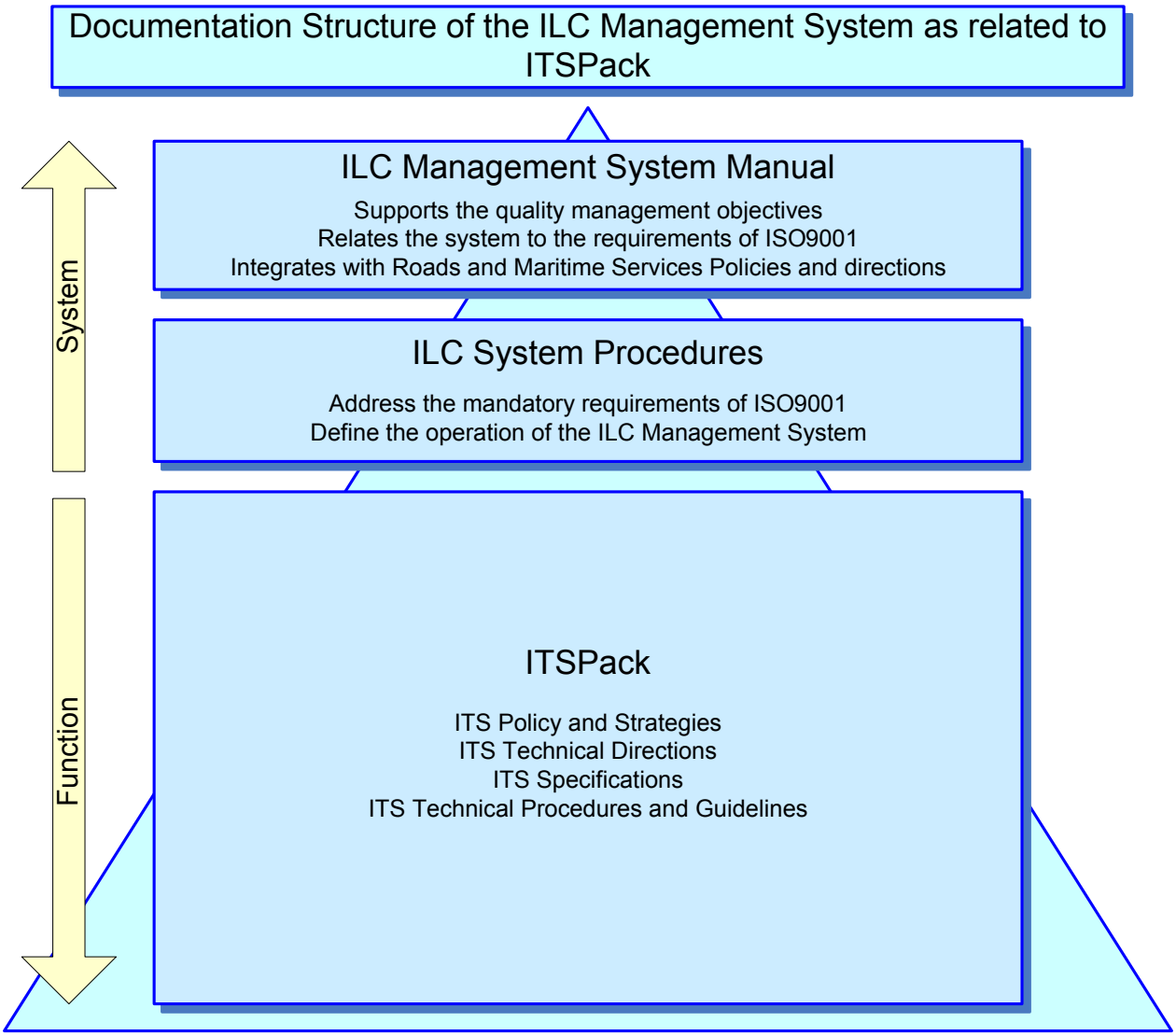
Refer to ILC System procedure ILC-SP-001 *Document Control*

The Documents

There are five groups of documents within the ITSPack, ILC Management System. These are defined on two levels. These levels are:

1. The System Level has two groups.
2. The Functional Level has three groups.

This document is authorised by the Manager Traffic Facilities Asset Management on the register of procedures



Documents at the system level are primarily concerned with the relationship of the management system to the requirements of ISO 9001. These include the ILC Management System Manual and Systems Procedures.

Documents at the functional level are concerned with the ITSPack. They include policy & strategies, technical directions, specifications, technical procedures. Associated with the technical procedures are guidelines, forms, verification records and samples.

The content of documents at a functional level is, , the responsibility of the manager for that area.

- ITS Policies – Relevant General Manager in consultation with other General Managers.
- ITS Technical directions - Manager Traffic Facilities Asset Management in consultation with the ITS steering committee.
- ITS Specifications - ITS Principle in consultation with Manager Traffic Facilities Asset Management
- ITS Technical Procedures - Manager Traffic Facilities Asset Management in consultation with ITS Principle

Changes to any document within the management system may be suggested or proposed by any staff member through the use of the Improvement Request system. This process is defined in the system procedure ILC-SP-009 "*Continual Improvement and Management Review*".

Document Creation, Approval and Publishing

Refer to Policy Number: PN 268 *Authoring & Management of Roads and Maritime Services Technical Documents* and RMS Guidelines: PN 268G01 Procedure for Roads and Maritime Services Technical Document Numbering

Creation

Advice and assistance is available from the Manager, Technical Knowledge & Management Systems. The numbering of documents is described in ILC-SP-002 "*Document Numbering*".

All documents and procedures must include the following:

- The name of the functional grouping to which they belong, i.e. ITSPack.
- Document number and name.
- Date of issue (month and year is sufficient).
- Issue number.
- Each page of the document is to contain the following information in the footer:
    - The document number.
    - The issue number and issue date (month and year).
    - The individual page number and the total number of document pages
- Identification of Subject Matter Expert(s) (SME's).

Authorisation (Approval)

Signing the Register of Procedures indicates authorisation of documents.

Authorisation of ITSPack documents resides with the following groups.

- ITS Policy & strategies - Relevant General Manager
- Technical directions - Manager Traffic Facilities Asset Management
- Specifications - ITS Principle
- Technical Procedures - Manager Traffic Facilities Asset Management

Maintaining the Register

The Document Register is in the form of an Excel Spreadsheet or a MS Word document formatted as a form. The register must be updated whenever a document is added or revised.

The Document Register lists:

- The name of each document;
- Document number;
- The issue status of the document (i.e. Issue 2.0);
- Document issue date (month and year); and
- The names and issue status of any associated documents.

Note: The issue date is normally considered to be the date on which a document is authorised or signed off. Under the ILC Management System, authorisation is indicated by the signature of the authorising manager on the document register or by an email indicating authorisation. For simplicity the date of writing or revising a document is used as the issue date.

Distribution or Publication

Refer to ILC System procedure ILC-SP-001 *Document Control*

Changes to Documents

Refer to ILC System procedure ILC-SP-001 *Document Control*

Removal of Superseded Documents

Refer to ILC System procedure ILC-SP-001 *Document Control*

Intranet Publishing

Refer to ILC System procedure ILC-SP-001 *Document Control*

Control of documents on TechInfo – ILC Management System

Refer to ILC System procedure ILC-SP-001 *Document Control*

Electronic Backup of Documents

Refer to ILC System procedure ILC-SP-001 *Document Control*

Roles and Responsibilities

Role		Responsibilities
MTKMS	**Manager, Technical Knowledge & Management Systems**	The Manager, Technical Knowledge and Management Systems is responsible for overall control of the ILC Management System. This includes: • Allocation of document numbers for new documents, where required. • Arranging for new documents and amendments to existing documents within the ILC Management System. • Control and Publishing of documents on the TechInfo Intranet site and the internet (where required). Control of content on the TechInfo Intranet site
FO	**Functional Owners**	Functional owners are responsible for the preparation, and approval of functional, technical and project documentation.

Note: The responsible person identified in this document (detailed in either the Roles and Responsibilities section or the Procedure section) may choose to delegate tasks (other than approvals) to other Roads and Maritime personnel as required.

References and Related Documents

Related Documents:	
ILC-SP-002	*Document Numbering*
ILC-SP-009	*Management Review and Continual Improvement*
Policy Number: PN 268	*Authoring & Management of Roads and Maritime Services Technical Documents*

Forms and Templates

ILC-SP-001-F01	*Register of Procedures Template*

Acronyms, Abbreviations and Definitions

Term	Definition
ILC MS	Infrastructure Life Cycle Management System
WHS	Workplace Health and Safety
Controlled Document	A document, published on the Roads and Maritime Corporate Intranet and identified by name, number, issue status and issue date. These identification details must be maintained in a document register to ensure control. Printed documents are considered “uncontrolled”.
Quality Records	Evidence of a record generated through the carrying out of a documented process. May be a printed or on-line record.
Publication of a Document	The uploading of that document to the Roads and Maritime Corporate Intranet. Printing of a document, or any other form of distribution, even in final form, does NOT constitute publication.
“*Printed copies of this document are uncontrolled*”	This statement, normally appearing on the front of a document, advises holders of printed documents that the version of the document must be confirmed prior to its use for any purpose. Document versions are recorded in the document register (published on the Intranet). Only the currently approved version of a document can be published on the Intranet.

About this release

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Issue	Date	Revision description
1	Feb 2015	Initial release

This document is published under the Infrastructure Life Cycle Management System and is subject to review and continual improvement. The current version of this procedure is that published on the Roads and Maritime intranet.

Note: The Infrastructure Lifecycle Management System complies with the requirements of the ISO9001 standard. This standard is revised every four years (2008, 2012, 2016). While system procedures within the ILC Management System are revised as necessary, to meet any changed requirements of the standard, references within the procedures refer only to ISO9001.

It should be confidently assumed by users that the term ISO9001 within a procedure refers to the most current version of the standard.

HAVE YOUR SAY!

TechInfo welcomes your feedback, ideas, suggestions and constructive comments. If you have any concerns about specifications or other RMS technical documents, using our Improvement Requests system will allow your suggestions to be referred to the person responsible even quicker.

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