

Title	Document and Data Control Policy
Process Owner	Management Team
Date Created	16/06/2020
Publish Date	22/10/2021
Approved By	Management Team
Summary	Policy detailing the mechanisms we have in place for controlling all documented information.
Classification	Public
Standard	All
Version	2.0

Change Record

Enter any changes to the document within the tag below...

Reviewed

Overwrite the content of the tag, this will create each change you have made to the document and record it in ISOportal

Document and Data Control Policy

Responsibility and Authority

- ❖ The Management Team will approve all documentation prior to publication.
- ❖ The Management Representative is responsible for ensuring the documented information is approved and published on ISOportal.
- ❖ Each functional area with our operations is responsible for safe, secure and available documented information, which includes records, emails, documents

Purpose

The purpose of this policy is to describe how and by whom all documents are created and managed. All documentation with regards to the ISO Management System are maintained on ISOportal.

ISOportal controls the versioning history of all documents. The following are the “types” of documented information on ISOportal: -

Document Type	Description
Policy statement	Overarching Policy Statement to declare intention for the given ISO standard
Policies	Documented “rules of engagement” for our operations
Processes	Detailed flowchart of the steps to be taken for the process to ensure compliance to operational function
Supplementary	Documented information and data that supports the policies and processes
Reference	The implemented official standards and any other regulation document required
Analysis	Spreadsheets that collate information from ISOportal and beyond for analysis of the effectiveness of the Management System
Audit Reports	Internal and external audit reports
Business Continuity	Business continuity information documents and processes
Operational	Operational processes (where necessary)

Detail

- ❖ Each document has the following information maintained within the configured properties: -
 - ❖ Approver
 - ❖ Process owner
 - ❖ Summary
 - ❖ Classification
 - ❖ Document Type
 - ❖ Date published
 - ❖ Version
 - ❖ Change record
- ❖ Versioning is controlled by the ISOportal system. When a document is set to a major version this indicates it has been reviewed and approved.
- ❖ When a major change or the documented information has been audited, this will be published to a major version, indicating the review has taken place.
- ❖ All documents uploaded to ISOportal require the above listed properties to be completed

Documentation Permissions

- ❖ Designated members of staff can create, edit and delete documented information. This permission is set in the Active Directory and then within ISOportal.
- ❖ The security group for “document editors” can be viewed within Active Directory
- ❖ Everyone has access to read the Management System, using their individual logon credentials
- ❖ Designated members of staff are granted permission to read specific information based on their designated roles and responsibilities with regards to the Management System. e.g. User register – available only to the Management Representative
- ❖ Password management is detailed within the Control Details document available in ISOportal – Supplementary Documents

Control of Documented Information

- ❖ The Information Classification Policy details the levels of classification and handling of documented information that is applied to all documents within ISOportal.
- ❖ Retention times for documented information is detailed within the Control Details document available in ISOportal – Supplementary documents
- ❖ All documented information is considered uncontrolled if they are printed or accessed outside of ISOportal.