PROCEDURE 5: DOCUMENT CONTROL

PURPOSE
To establish a procedure for the control of documents.

DEFINITION OF DOCUMENTS
The term "documents" refers to Bylaws, Policies, Procedures, Standards, and forms related to the management system. Documents are approved for adequacy prior to issuance, and then reviewed, updated, and re-approved as necessary. Documents are also indexed, inventoried, and unambiguously identified. FSAB documents are maintained and controlled to preserve their security, adequacy, appropriate availability, and confidentiality.

SCOPE
This procedure applies to all FSAB functions designated in the Policy Manual.

CONTROL OF DOCUMENTS
Configuration
All documents shall have the name of the document in the footer on the bottom left-hand margin of each page, followed by the effective date of the document.

Approval
Documents are approved by the Board prior to issuance.

Review and Revision
1. The Internal Audit Committee (IAC) shall review the FSAB Policy Manual, Procedures and Bylaws during the 5-year cycle for continued adequacy.
2. The IAC shall provide a written report to the Board on the results of this review.
3. Proposals to change documents may be submitted by any Director to the President indicating the rationale for the proposed changes.
4. Proposed revisions to documents are to be clearly identified (i.e., through tracked changes or a detailed description).
5. Handwritten documents or revisions made by hand are not acceptable.
6. The President may appoint a committee to review any changes and to make recommendations to the Board.
7. Adoption of document changes shall require a 2/3 affirmative vote of the Directors present.

Security
1. FSAB documents are retained by the Administrative Manager in a secure environment.
2. Relevant documents are located on the website or available by request to the Secretary.
3. Obsolete documents are marked to indicate that they are outdated and thereby removed from the public access area of the website. They are archived and retained separately,
4. A secure area of the website serves to store documents that are available only to authorized personnel.

Compliance

    1. Compliance shall be monitored through an Internal Audit and/or Management Review.