



University College
of Osteopathy

Version Control Policy



Core Documentation Cover Page

Version Control Policy

| Version number | Dates produced and approved (include committee) | Reason for production/ revision | Author | Location(s) | Proposed next review date and approval required |
|----------------|---|--|----------------------------|---|---|
| V1.0 | Sept 2012 SMT | To ensure that there is a consistent process for managing the drafting and finalisation of documents. | Vice-Principal (Education) | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Sept 2013 |
| V2.0 | Sep 2013 Vice-Principal (Education) | Annual Review Minor Amendment Modification of the "Core Documentation Location, Production & Version Control Policy" -Version Control Policy separated into a standalone policy with minor amendments. | Vice-Principal (Education) | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Sep 2015 |
| V3.0 | Oct 2016 PRAG Chair | Biennial Review Administrative Amendments to reflect current policy titles. | Vice-Principal (Education) | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Oct 2018 |
| V4.0 | Aug 2017 PRAG Chair | Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy. | Vice-Principal (Education) | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Oct 2018 |
| V4.0 | Jan 2019 PRAG Chair | Scheduled Review of V4.0 No Amendments Required | Head of Quality | All master versions will be held in: J:\0 Quality Team - Core Documentation Website | Jan 2022 |

Equality Impact

| | |
|---|---|
| Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities) | |
| Neutral equality impact (i.e. no significant effect) | X |
| Negative equality impact (i.e. increasing inequalities) | |

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

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1. SCOPE OF POLICY

- 1.1 Version control is part of the process for managing the drafting and finalisation of documents at the University College of Osteopathy (UCO). It involves including information on the cover pages and in the footers of documents such as dates, version numbers and a list of substantial amendments.

2. INTRODUCTION

- 2.1 When drafting a new document (or updating an existing one) version control clearly identifies the development of the document. It allows the easy identification, for example, of the first draft which was submitted to a committee for comment; the draft which was generated as a result of those comments; the versions that went back and forward for further comment; and then the final version which was agreed and signed off.

3. APPLICABLE DOCUMENTATION

- 3.1 Version control applies to documents produced at the UCO, for example course documentation, minutes of meetings, committee terms of reference etc. It would not be included in some instances, such as some publicity materials, but in the vast number of cases it is a requirement.
- 3.2 The UCO's core documentation template (see Appendix A of the Core Documentation Policy & Procedure) includes version control information but it is not appropriate to use this template for all UCO documentation. For documents such as Course Information Forms or minutes of meetings, version numbers should be added to page footers (see below for an example).

Footer example:

| |
|--|
| Page 2 of 3 / SMT Minutes / 24/09/2012 / V1.0 / SK |
|--|

4. APPLYING VERSION CONTROL

- 4.1 Document dates: The author of the document includes the date the document is created or revised into the footer of the document on every page in the format DD/MM/YY.
- 4.2 Document author: The author of the document / the individual making amendments includes their initials in the footer.
- 4.3 Version numbers: The author of the document includes the current version number in the footer of the document on every page.

- 4.4 Draft document version number: The first draft of a document will be V0.1. Subsequent drafts will have an increase of “0.1” in the version number, e.g., V0.2, 0.3, 0.4 ... 0.9, 0.10, 0.11.
- 4.5 Final document version number and date: The author will deem a document final after all reviewers have provided final comments and the comments have been addressed and the document agreed at committee level where appropriate. The first final version of a document will be Version 1.0 (i.e. V1.0). The date of when the document becomes final should be included. Subsequent final documents will have an increase of “1.0” in the version number (V2.0, V3.0, etc.).
- 4.6 Final documents undergoing revisions: Final documents undergoing revisions will be Version X.1 for the first version of the revisions. While the document is under review, subsequent draft versions will increase by “0.1”, e.g., VX1.1, X1.2, X1.3, etc. When the revised document is deemed final, the version will increase by “1.0” over the version being revised, e.g., the draft VX1.3 will become a final V2.0.

5. DOCUMENTING CHANGES

- 5.1 Changes to documents should be made in accordance with the following policies and procedures as appropriate:
- a) Core Documentation Policy & Procedure
 - b) Procedure for Reviewing UCO Committee Terms of Reference
 - c) Procedure for Developing and Reviewing UCO Polices / Procedures / Regulations
- 5.2 A list of changes from the previous draft or version should be recorded and submitted to committees during review and approval processes as appropriate.
- 5.3 The Core Documentation Holder may be asked for advice if required.