Document Control Procedure

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Document	BFS-POL-14 · Document Control Procedure
Edition	1.0 (interim)
Issued	19 November 2026
Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

Numbering

Prefix	Type
BFS-GOV	Governance documents
BFS-TOR	Committee terms of reference
BFS-POL	Policies and procedures
BFS-STD	Competency standards and schemes
BFS-FRM	Forms
BFS-TPL	Templates
BFS-RPT	Reports

Rules

- Each document shows its code, edition, issue date, owner and review date.
- Drafts are marked DRAFT. Edition 1.0 documents issued before committees are constituted are marked "interim" and will be ratified by the Governing Board.
- Changes are approved by the document owner (the committee named in the document control table).
- Superseded editions are withdrawn from use and kept in an archive.
- Every document is reviewed at least every 3 years.
- The current list is kept on the Transparency page.