

Purpose

The following procedures for publication of new documents and the revision or withdrawal of existing documents applies to APLAC policy and procedural documents.

Scope

This procedure applies to all documents including but not limited to manuals, policies (including Codes), procedures and forms.

It is the responsibility of the relevant APLAC committee, committee Working Group, MRA Council or APLAC Secretariat to ensure that this procedure is followed when producing a new APLAC document or revising an existing APLAC document.

Procedure

APLAC documents that are official lists can be up-dated by the group within APLAC responsible for the document without the need to follow these procedures, and include:

- MR 002 (list of signatories to the APLAC MRA only) (Secretariat)
- PT 003, PT005 (PT Committee)
- PR 007 (editorial up-dates only) (Secretariat)
- SEC 020, SEC 038, SEC 039 (Secretariat)

Procedures for the publication, revision and withdrawal of documents published jointly by APLAC and PAC are described in J-APP-DOC-000 Joint APLAC/PAC Document Control Procedure.

1. Document Numbering System

Each APLAC document shall be identified by an alphanumeric numbering system.

Management System	APLAC MS 00X
MRA Council	APLAC MR 00X
Proficiency Testing Committee (other than PT program reports)	APLAC PT 00X
Public Information Committee	APLAC PR 00X
Secretariat	APLAC SEC 00X
Technical Committee	APLAC TC 00X
Training Committee	APLAC TR 00X

2. Document Identification

The following information shall be included on each page of the document in a combination of header and footer.

Header: document number; document name; APLAC logo (except for title page)
Footer: issue number; date of issue (yyyy/mm); pagination (page x of y)

3. Document Format

3.1 The general rules for formatting APLAC documents are as follows:

- A4 paper size
- margins left 30 mm
 right 30 mm
 top 15 mm
 bottom 15 mm
- single column text
- Arial 11 font
- main headings – bold, capital, underlined
- sub-headings – bold, body text

3.2 The format for APLAC manuals and policy documents is as follows:

- Title page:
 - APLAC logo in the centre, with document title (centered) underneath; document number in header at right hand side
- Page 2:
 - Purpose - A brief statement of the purpose of the document
 - Authorship - "This document was produced by the APLAC"
 - Copyright statement
"The copyright of this document is held by APLAC. APLAC publications may not be copied for sale by an individual or body other than APLAC member organisations".
 - Further Information
"For further information about this document, contact the APLAC Secretariat at:
c/o NATA
Unit 1, 13 King William Road
Unley SA 5061
Australia
tel: +61 8 8179 3400
fax: +61 8 8271 7601
email: secretariat@aplac.org
website: www.aplac.org"
- Table of contents
- Procedures or text
- Appendices and/or list of references, where relevant
- Amendment table

Section	Amendment

3.3 The format for individual procedures e.g. SEC procedures, MS procedures, etc is as follows

- introduction, purpose
- responsibility
- body of text

3.4 There is no prescribed format for forms.

4. Responsibility

The responsibility for the authorship of APLAC documents is detailed in MS 000 section 5. It is therefore the responsibility of the Chair of the Committee or working group specified or the Quality Manager in the case of the Management System Manual, to ensure that the procedures for developing, reviewing and withdrawing documents are followed irrespective of how, in practice, documents are drafted or revised. For example, it may be more practical to establish a drafting group and appoint a convenor to prepare drafts, review comments, etc.

It however remains the responsibility of the Chair of the Committee or working group or the Quality Manager, as appropriate to maintain oversight of the preparation and revision of documents and to be the point of contact with the Secretariat.

The Secretariat is responsible for publication of the approved document. As part of the process, the Secretariat shall ensure that the format of the manual or document complies with section 3 of this procedure.

5. Procedure for the Development and Adoption of APLAC Documents

5.1 The agreed draft document shall be forwarded to the Secretariat for distribution to Full and Associate APLAC Members for a 30-day comment period. The draft shall be in the format described above, using the APLAC document template provided (Q07.1).

It is important to ensure that where a new policy or procedure references an associated form(s), that these are also drafted and forwarded to the Secretariat.

5.2 The Secretariat shall send out the draft documents by email as a PDF file, together with the APLAC documents comment table (form Q07.2).

5.3 Members shall send their comments on the drafts in the comments table format to the APLAC Secretariat. Comments received after the due date may be considered at the discretion of the convenor or the author.

5.4 The APLAC Secretariat shall edit the comments into a consolidated table (form Q07.2) and forward to the relevant author to record responses to the comments received.

- 5.5 After reviewing the comments, the final draft documents shall be prepared and forwarded, with the record of comments and responses, to the Secretariat.
- 5.6 The Secretariat will send out the final document to members for 30 day ballot.
- 5.7 On completion of the ballot period the APLAC Secretariat shall enter the issue date in the footer of the documents, convert the documents to a PDF file and post it on the website. The APLAC Secretariat shall also send an email to all APLAC Members advising that the documents have been published on the website.
- 5.8 This procedure will be adapted appropriately if the draft documents is reviewed or approved for issue during an APLAC General Assembly meeting.

6. Revisions to Existing APLAC Documents

- 6.1 The author shall make the proposed revisions to the current issue of the document 'track change' and send it to the Secretariat.

The Secretariat will distribute it to Full and Associate APLAC Members for a 30 day comment period.
- 6.2 The processes detailed in 7.2 – 7.7 above shall then be followed.
- 6.3 If the proposed changes are administrative or editorial, mandatory ILAC requirements or do not include changes to policy, APLAC MRA requirements or APLAC MRA procedures, the revision may be approved by the Board of Management.
- 6.4 The APLAC Secretariat shall archive a copy of the superseded issue of the up-dated document.

7. Procedure for Withdrawal of Existing APLAC Documents

- 7.1 When the need to withdraw an APLAC document is identified, the author responsible shall provide a brief written justification (for the General Assembly) for withdrawal, and forward this to the APLAC Secretariat.
- 7.2 The APLAC Secretariat shall send out a copy of this justification and a copy of the current version of the document for 30 day ballot. APLAC documents may be withdrawn by resolutions at meetings of the APLAC General Assembly.
- 7.3 On completion of the ballot period in which the General Assembly agrees to withdraw the document, the APLAC Secretariat shall remove the document from the website and send an email to all APLAC members, advising that the document has been withdrawn.
- 7.4 The APLAC Secretariat shall archive a copy of the withdrawn document.

8. Register of Controlled APLAC Documents

- 8.1 The APLAC Secretariat shall maintain a register of controlled documents APLAC SEC 000. The register details the issue status and date of issue of all APLAC documents.

- 8.2 The current issues of documents and forms required by APLAC members, Committees and MRA evaluators are published on the APLAC website (refer also MS 000 section 18 for access provisions).