



JOINT APLAC / PAC DOCUMENT CONTROL PROCEDURE

Issue No 1

Prepared by: APLAC and PAC Secretaries

Endorsed by: APLAC BOM and PAC EC

Issue Date: 10/01/2014

Date: 02/04/2011

Date: 10/01/2014

Application Date: Immediate

NOTE: This document is the first issue of a new Joint APLAC / PAC procedure.

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1 PURPOSE

- 1.1 The purpose of this procedure is to define the general requirements for the control of the jointly developed APLAC / PAC documents.

2 SCOPE

- 2.1 This procedure applies to all paper and electronic Joint APLAC / PAC documents (J-APP-DOC) maintained by the APLAC and PAC Secretaries, both on and off-site.

3 REFERENCES

PAC-EXEC-003 – PAC Document Control Procedure
PAC-SECR-002 – PAC Style Manual
APLAC Quality Manual

4 DEFINITIONS

- 4.1 Joint Documentation Working Group Convenor: has responsibility for development and maintenance of J-APP documents with the exception of J-APP-DOC-000 that is a joint responsibility of the APLAC and PAC Secretaries.
- 4.2 APLAC BOM: APLAC Board of Management.
- 4.3 PAC EC: PAC Executive Committee

5 JOINT APLAC / PAC DOCUMENT CONTROL

- 5.1 The APLAC and PAC Secretaries are responsible for the implementation of this procedure.
- 5.2 The custody and control of Joint APLAC / PAC (J-APP) documents shall be in accordance with APLAC Quality Manual sections 7 and 12 and PAC Document Control procedure (PAC-EXEC-003). Each organisation will issue the joint procedure in the format outlined in this procedure.
- 5.3 The format is in accordance with PAC Style Manual (PAC-SECR-002) with the following additions:
- the APLAC logo added to the header;
 - Details for the APLAC Secretary added to the first page of the document;
- 5.4 This document, J-APP-DOC-000, shall be maintained by the APLAC and PAC Secretaries.
- 5.5 The numbering of the Joint APLAC / PAC documents shall be determined by the Joint APLAC / PAC Documentation Working Group (J-APP DWG). J-APP DWG are also responsible for maintenance of the individual document(s) in J-APP-DOC-xxx.doc series.

6 PROPOSALS FOR A NEW OR REVISED JOINT APLAC / PAC CONTROLLED DOCUMENT

- 6.1 Proposals for a new Joint APLAC / PAC controlled document, or for revision of an existing Joint APLAC / PAC controlled document may be initiated by the J-APP DWG Convenor. The APLAC BOM and PAC EC shall review each proposal for priority, coordination and assignment.
- 6.2 The following process shall be followed for the development of all Joint APLAC / PAC documents:
 - 6.2.1 The J-APP DWG Convenor shall allocate the work of preparing the draft to the APLAC PAC Working Group.
 - 6.2.2 The first draft shall be submitted to the J-APP DWG Convenor, who shall circulate it to all members of the J-APP DWG for comment. The Convenor may, if appropriate, circulate the draft to a wider group, or all members of APLAC and PAC.
 - 6.2.3 All comments received shall be reviewed for appropriate action.
 - 6.2.4 A second draft shall be prepared if required. All changes shall be clearly tracked in the revised document and each issue shall be clearly marked with Draft No. in the top left-hand corner of the document header.
 - 6.2.5 A short report shall accompany the new draft, listing comments received and the rationale for their inclusion or exclusion in the revised document.
 - 6.2.6 The second draft shall be circulated to all members of APLAC and PAC and others as appropriate, together with the short report, by the respective Secretaries inviting comment. The comment period shall be 60 days unless otherwise agreed.
 - 6.2.7 Common members of both PAC and APLAC must co-ordinate their response and submit a single set of comments.
 - 6.2.8 All comments on the draft J-APP documents shall be returned to the APLAC Secretary and then distributed to the PAC Secretary and the J-APP DWG Convenor.
 - 6.2.9 A final draft shall be approved by the J-APP DWG Convenor, who shall forward the document, together with a short report summarising the document's development / amendment, to the APLAC and PAC Secretaries. The determination of final approval shall be in accordance with Clause 10.2 of the PAC Document Control procedure (PAC-EXEC-003) and APLAC Quality Manual section 7.6.
- 6.3 All documents shall be formatted by the APLAC and PAC Secretaries prior to ballot or publishing, for editing. Editing shall be undertaken in accordance with the PAC Style Manual (PAC-SECR-002).
- 6.4 Once the document has been approved, the APLAC and PAC Secretaries shall publish it in English, and advise their respective members. A copy shall also be posted on both websites.