

Procedures for Managing Procedures Factsheets

Introduction

This procedure describes how and when Procedures Factsheets are written, checked, approved, distributed to relevant members and filed.

Content

- Procedures Factsheets are only written at the request of the Committee.
- The person assigned to draft a Factsheet is briefed on the coverage of the procedure.
- Procedures Factsheets should be written using the procedures template¹ which includes information on the status of the document.
- Procedures Factsheets should be short documents that are easy to read and understand using bullet points, tables and/or pictures.
- Drafts of Procedures Factsheets are referred to the Committee for consideration and only become effective when approved by the Committee.
- Factsheets should be regularly reviewed with the Committee nominating a date by which a Factsheet should be reviewed.
- Any substantial changes in a reviewed Factsheet may be summarised in the footnotes or in an appendix to that Factsheet.
- The Committee will maintain a Procedures Factsheet folder with a hard copy left in the Meeting Room cupboard and electronic versions published on the TOCACT website. The folder will consist of:
 - An index page with the list of the titles and status of approved Procedures Factsheets;
 - Up to date copies of approved Procedures Factsheets
 - Related reference documents, eg copy of Triton Instruction manual.
- Factsheets or key extracts from Factsheets may be included in meeting displays or safety messages.

¹ This Factsheet uses the standard template.

Title	Procedures for Managing Procedures Factsheets Incident	
Date Approved	September 2015	
Next Review		
Distribution	Committee, members involved in writing Procedures, all members via website/meeting room copy	
Related documents	All Procedures Factsheets	
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Version	Version	Final
Notes		