

Procedure NSDO PR-12: Controlling documents and records

1. Introduction

This procedure describes how NSDO controls its documents and records. It applies to all documents and records generated or maintained by NSDO.

2. Related documents

ISO/IEC Guide 2, *Standardization and related activities – General vocabulary*

Procedure NSDO-PR-03: *Developing a new Standard*

Procedure NSDO-PR-09: *Confidentiality and conflict of interest*

Privacy Act 1988 as amended 2000; together with eleven (11) Information Privacy Principles and ten (10) National Privacy Principles associated with the Act.

3. Definitions

3.1 Confidential information: any information made available to or generated by NSDO, which is not already publicly available. This includes information that is about to become publicly available and/or not required to be published according to NSDO procedures.

3.2 Document: formal record of information, e.g. procedures, standards, forms, templates, web pages, contracts, publications and reference material. Documents are subject to amendment and revision.

3.3 Information: content of documents, a database, a website and other records kept electronically, in material form or otherwise.

3.4 Personal information: information or an opinion (including information / opinion that is part of a database), whether true or not, and whether recorded in a material form or otherwise, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion. [From the Privacy Act 1988 as amended 2000]

3.5 Personnel: includes anyone, paid or unpaid, who works with or is associated with National Standards Development Organisation, and has access to confidential information held by NSDO. This includes members of the Board and committees constituted by NSDO.

3.6 Record: information demonstrating that an action has been performed. Examples are reports, minutes, completed forms and the inserted or altered content in a template.

3.7 Standard: document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits. [ISO/IEC]

4. Document identification

4.1 All documents generated by NSDO must have a -

- title, normally at the front of the document and in a header. The title may include the document identifier, and
- unique identifier of the document to state the version, issue date and page numbering. This may be in a header or footer.

5. Controlling documents generated by NSDO

5.1 The current version of each document is filed on the NSDO database, maintained by the Secretariat. Some documents may be published on the NSDO website. Any documents published on the website may be considered current, controlled versions.

5.2 All NSDO documents are identifiable by their version dates and kept on the NSDO database. NSDO personnel can check the status of documents and download them. Version control identifies out-of-date documents. Other versions (printed or electronic) are considered uncontrolled. While anyone can suggest new documents or updates, only the NSDO Chief Executive Officer (CEO) or his/her delegate can authorise amendments or creation of documents kept on the database.

5.3 Authorisation of a NSDO Standard follows procedure NSDO-PR-03. The NSDO Standards Development Committee (on behalf of the NSDO Board) approves a National Standard for publication on the NSDO website.

5.4 The NSDO website has site map indicating the location of all published documents. The public can download some documents from the NSDO website, free of charge. Other documents, including some Standards published by NSDO, may be purchased via the website.

6. Controlling external documents

6.1 Reference documents (including those originating from other sources) are maintained on the NSDO database.

6.2 Superseded versions of NSDO documents are identifiable by their version dates (including Standards and procedures).

7. Record identification

7.1 Every formal record contains a brief description, a title and a date to allow collation and filing by subject.

7.2 Structured folders of collated records are maintained on the NSDO database. The folders enable each project /Standard to be followed during development and reviewed from application to publication. Other significant folder categories include Complaints and appeals, Assessment of standards development organisations, Declined applications, and

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Finance and Personnel. Minutes of meetings are filed in the relevant committee or Board folder.

7.3 The folder structure maintained on the NSDO database enables retrieval by category (folder), subject (heading) and version date (in file name).

8. Confidentiality

8.1 Although most information held in the NSDO database is not confidential, access to internal records is restricted to NSDO personnel who have signed a declaration to maintain confidentiality and avoid conflict of interest. Refer to procedure NSDO-PR-09.

8.2 Specific NSDO personnel have restricted access to internal records. For example, Technical Committee and Board members who have signed declarations may access only files containing records of their work, unless authorised by the CEO or his/her delegate.

8.3 Access to personal information is in accordance with the Privacy Act.

8.4 Access to Board minutes and financial information must be authorised by the CEO.

9. Record retention

9.1 All electronic records are retained indefinitely. Where records are not electronic, they may be disposed of after conversion to electronic records.

10. Record data backup and security

10.1 Backup and security of records is provided by the NSDO Secretariat (currently via Global-Mark Pty Ltd).

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