Text material

All newly written material shall be filed under the current file location on the server.

Previous versions shall be renamed with a Z, to denote that they are for reference only.

Our printers are instructed to rename old copies with a Z at the beginning of the file name.

This is so that old course material shall not get back into the system.

Courses

Every course shall be accompanied by a Packing list. The Despatch Coordinator is responsible for keeping this updated.

All refunds and scuffed courses shall be put on the scuffed courses racks.

They shall not be placed back on the Despatch Department Racks.

Computer files

A backup shall be taken each night. The 5 most recent copies will be kept.

VERSION 3 – APRIL 2023
REVIEW DATE JUNE 2025
"U:\ADMIN\POLICIES AND PROCEDURES\ ABC \
DOCUMENT AND VERSION CONTROL POLICY.DOC"

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