Operations Group
Society Procedure

Ferrymead Railway
Subject: Guidelines for Document Control
CSP-105

Date Effective: 12/8/2015 Review Date: 12/8/2020		Approved By: **Nigel Hogg** **General Manager**	
Issue Number	Prepared (P) Reviewed (R) Amended (A) By:	**Confirmed By:Technical Committee**	**On(Date)**
0 Original	R. Tucker (P)	Rules and Regulations Committee	22/7/2013
<u>1</u>	R. Tucker (R)	Rules and Regulations Committee	12/8/2015

This is issued as a Controlled Document

The holder of this document is responsible for maintaining it in an up to date condition. Any out of date or superseded pages MUST be destroyed.

Managers Responsibility: **Managers of the work groups which use this document are responsible for ensuring that only current issues are used by the work groups**

This Document superseded C.R.S. Society Procedure : 0 dated 22/7/2013

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1. INTRODUCTION

1.1 Scope

This Policy sets out the base requirements for controlled documentation of the Canterbury Railway Society

Four key principles apply. These are:

• Preparation
• Publishing
• Notification
• Record Keeping

This Policy provides guidance on establishing controls to ensure the processes supporting these elements are fit for purpose.

1.2 Application

Controlled documentation means documents that form a component of the safety case or supporting systems identified in the Rail Safety System Manual or an Organisation's Quality / Management system Manual.

2. PREPARATION

Required elements are:

2.1 Covers / Face sheets / Title page

MUST include:

• Title of document
• Reference
• Effective Date
• Review Date (if deemed critical for regular review by the organisation)
• Full signature of current Approver and either typed or printed name

Where appropriate, they should also include:

• Document status; whether Amendment (A), Review (R), or Prepared (P)
• Document Author's name, and
• References to copyright and distribution

2.2 Contents / Issues Sheet

MUST include:

• ALL section(s) and/or pages (by number or reference)
• Effective Date (or Issue Number)

2.3 Pages

MUST include:

• Title, or reference, of document
• Effective Date of Issue, or Issue Number
• Page number and number of pages (e.g. Page 5 of 6)
(Alternatively where necessary, the number of pages can be stated on the contents/issues page so users are able to cross-check whether they have a complete document).

2.4 Font

The preferred font is Arial.

2.5 Changes

Changes must be identified. Suitable methods are:

• a vertical line in the margin, or
• highlighting the text in some way, e.g. by bold, underlined italics viz.
changed

3. PUBLICATION

3.1 Electronic Documentation - Links

Links are an effective mechanism to avoid duplication of information and should be used where possible.

3.2 Copies

A hard copy record of all changes must be maintained. The copy must include the signature of the "approver", and evidence (initials and/or date) when the document was approved, published and notified

3.3 Approvals

Controlled documentation must be approved by a competent authority. In this case the approvals will be carried out by the Rules, Training and Certification Panel (See section 4)

A hardcopy record must be maintained of the approval.

3.4 Reviews

Controlled documentation should be reviewed by regular technical committees or by the issuing authority at an interval sufficient to ensure currency.

In general all new documentation will firstly have a Two Year review date set from the original effect date and thereafter this would be extended to Five or seven yearly reviews if the panel see fit.

3.5 Train Advices

Train Advices are used for implementing immediate change to the Rail Operating Rules, Codes and Procedures. Controls of Train Advices are described in the Railway Rule book and policy CSP - 106.

3.6 Memos

Memos are an effective mechanism for making immediate changes to documents not covered by the Train Advice method.

MEMOS:

• must be issued by sequential number, e.g. 020, 021, 022 etc...
• must identify the issuing authority
• under normal circumstances, will not be **re-issued** (i.e. instructions etc. should be incorporated into Management System as soon as possible)
• must be kept/"filed" as the instructions direct,
• will show, on the "footer", a list of all Memos still current, or a separate MIE (Memos In Effect) notice must be distributed.
(Details listed only need be applicable to the issuing authority)

For hard copy distribution, Memos shall preferably be:

• produced on White paper for internal, hard copy, distribution, and
• On letterhead or equivalent paper when distribution includes external organisations.

Where electronic distribution is used,

• The document controller must ensure that document users are provided with access to electronic media. *A general Performa is illustrated on the following page;*

CANTERBURY RAILWAY SOCIETY INC.
P.O. BOX 13-039, CHRISTCHURCH, NEW ZEALAND.

MEMO

To: All Members or Groups that are to be notified
From: Training and Certification Manager etc
Date: ########
Re: Whatever the topic is

Memo No. 24 - re Topic

Description of item to be notified about and general comments ….…...

Signed
Training Officer

4.   NOTIFICATION

4.1 Document Controllers

Document Controllers for the Canterbury Railway Society will consist of the Rules, Training and Certification Panel.

This Panel will consist of the following members:

> General Manager
> Traffic Manager
> Internal Auditor
> Training and Certification Manager

Document Controllers must:

• ensure documentation is reviewed, re-issued or withdrawn prior to review date (where applicable).
• approving the document and/or changes (which may include agreements and sign-offs by associated parties), or arranging the necessary authorising signature.
• ensure a suitable process has been established for users to check the currency of controlled documentation in use. An "In Effect" Summary available for reference by users will meet the requirements of this standard.

4.2 Document Users

Document Users must:

• ensure controlled documentation in use is the current issue.
• immediately remove withdrawn documentation from use when notified by the Document Controller. (This includes electronic notification advised on "In Effect" summaries).
• clearly identify any withdrawn material which has been retained for historical reference. e.g. labelled or endorsed "Historical Reference Only"

5.   KEY RECORDS

"Key records" means those records required by legislation, controlled documents that from a part of the Rail Safety System and other records defined as such by an individual organisation, e.g. investigation reports, official correspondence with outside parties, train registers, train forms, inspection and safety certificates.

Master copies of key records must be:

• stored to minimise loss/deterioration and possibility of theft
• indexed for easy retrieval
• have a stipulated minimum time period for retention
• where defined as a "secure" document have a stated method of disposal.

Official original signed paper copies of key documents must be held on file, or in secure designated storage.
Electronic copies of documents stored on servers or individual computers, must be backed up periodically and held off site in secure data storage.

6.   EXTERNAL DOCUMENTS

The organization must identify external documents used by their Rail Safety System and establish controls to ensure effective implementation, currency and withdrawal, when no longer in use.

7.   DOCUMENT CODING USED ON THE CRS:

The following are the Coding that will apply for the controlled documents used by the different groups / departments of the CRS.

Main Safety / Policy Documentation are:

CSP - 1 to 999   CRS Main Policy Documents
CSG - 1 to 999   CRS Code Supplements General Documents

Department Documentation are:

CSA—1 to 100   CRS Administration Documents
CSC—1 to 999   CRS Car and Wagon Documents
CSE—1 to 999   CRS Electric Traction Documents
CSL—1 to 999   CRS Locomotive Documents
CST—1 to 999   CRS Permanent Way Documents
CSS—1 to 999   CRS Signals and Communications Documents
CSW—1 to 999   CRS Structures and Works Documents

Forms used in each group / Department are coded as follows

Misc.—1 to 999   Miscellaneous Forms abbreviated "Misc." are forms in general use within the Society for the following groups / departments :

Traffic
Locomotive
Administration

C&W—1 to 999   Car and Wagon forms
Loco—1 to 999   Locomotive forms
T&C—1 to 999   Training and certification forms
SL—1 to 999   Signals and Communications Forms
PW—1 to 999   Permanent Way Forms
ETG—1 to 999   Electric Traction Forms