**PART 1** *(To be completed by staff member initiating changes or additions to the system)*

|  |  |  |  |
| --- | --- | --- | --- |
| DATE: |  | **INITIATED BY:** |  |
| **ADD/EDIT TYPE:** | [ ]  **Alteration to existing procedure or form** [ ]  **New procedure or form** |
| **WHERE IN THE QMS SYSTEM IS THIS PROCEDURE/FORM TO BE PLACED?** **e.g.** Forms/ HR/Participant Support Procedures/Finance |  |
| **CHANGES TO:**  | [ ]  **Policy (Board policies must be approved by the Board)** | [ ]  **Form** |
|  | [ ]  **Procedure** | [ ]  **Reference Document** |
| **Information: (attach if necessary) – title of policy/procedure/form** | **List where the document is to be linked:*** **every form must be linked to one or more procedures – list these**
* **every policy & procedure will be linked to other procedures – list these if known**
 |
| **Document Attached:** |[ ]  **Document has been placed in “Items for QMS”:** |[ ]
| **AUTHORISED BY:** | ***(To be authorised by Manager or Delegate)*** | **POSITION:** |  |

**PART 2** *(To be completed by the Document Controller)*

|  |  |  |  |
| --- | --- | --- | --- |
| **POLICY APPROVED BY:** | **Board:** [ ]  **FAR:** [ ] ***(Complete only if document is a Board policy)*** | **DATE:** | ***(Complete only if document is a Board policy)*** |
| **CHANGES COMPLETED - READY TO BUILD:** |[ ]  **DATE:** |

|  |  |
| --- | --- |
| **If form is raised from a QIR please enter QIR No:** |  |