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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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:** | |

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