

Appendix 1

Assigning document numbers for controlled documentation

Step 1: All controlled documents created by the OHS Department University should be assigned the prefix OB-OHS (Occupational Health and Safety) or OB-HAS- (Health and Safety) or OB-OH (Occupational Health).

Step 2: Identify the type of controlled documentation and select the appropriate code from the table below. This should be added to the above code e.g. 'CU-SHE-PLAN'.

Policy	POL
Procedure	PROC
Plan	PLAN
Form	FORM
Register	REG
Record	REC
Arrangements	ARR
Best Practice Guideline	BPG

Step 3: The Register will identify the numerical value that should be assigned to the code for newly created documentation e.g. 'CU-SHE-PLAN-01' which is the document number assigned to the University Travel Plan. The values should start with '01' so that when the numbering reaches '10' and above there is consistency in assigning two numerical values within each document code. All details of controlled documents should be entered in the relevant Management System Register of Controlled Documentation.