VM3/COP/01.01

Has been superseded by Intrastats

Expire date force periodic review

Intrastats Document index contains the amendment log and historic versions.

Every document in the System is Version Controlled Via Intrastats,
All users have Access to Request Amendment against every Document,

This Sends An Issue to Management that a a need has been found to Update a Procedure.

The user can download the 'Source' file, usualy in Word format be not always.
They can update the document with suggested changes, or type in the Issue directly of changes required.

The Manager can Read the Issue / Review the Update or update the document independently.
Once Management is happy with the New version of the Procedure they can find the Intrastats Version of the Document, Click Admin document,

The management can now upload the new source file, then immediately upload the PDF version of the document.

Intrastats will automatically archive the old version, and make the new version available to staff.

Depending on the document type, and training sections the document is attached to, users maybe alerted there is a new version in the system by the 'Required Reading' indicator in the Top bar of Intrastats.

If the document is part of a QA process / stock item. The item cannot be QA'ed by any member of staff until they have first read the document.

If a document has an Expiry Date (e.g. certificates, this can be updated in the admin screen.

Documentation may not always have a version reference of the PDF itself.

Printed internal documents should have the date written on them and destroyed the next day, or be destroyed immediately after use