

IAEM – CANADA PROCEDURE

Document – Records Control Procedure

1. Objective

The objective of this procedure is to ensure the consistent approach to document control of Board approved and internal administrative bylaws, policies, procedures, records and other governance and legal documentation, in order to assist in the governance of IAEM-Canada and administration of its operations

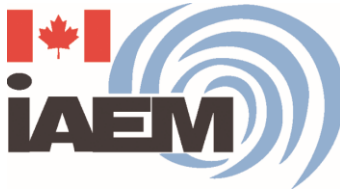
2. Scope

This procedure applies to all policies and procedures and supporting documentation such as work instruction and templates at IAEM- Canada Council and applies to IAEM-Canada Council and Sub-units of the Council.

3. Definitions

- a) **Controlled document:** a structured presentation of prescriptive information required to ensure consistent management.
- b) **Policy:** a guiding principle used to set direction
- c) **Procedure:** defines a series of steps, responsibilities and processes as a consistent and repetitive approach to accomplish an end result
- d) **Minor revision:** an insignificant change to a controlled document which does not require a recorded revision in the revision history table or footer section of the document. An example of a minor revision would include:
- Typographic errors
 - Changes made to a title position name but the duties remained with that position
- e) **Revision:** a significant change to a controlled document which require a recorded revision in the revision history table and footer section of the document. Examples of significant changes may include, but are not limited to:
- Revisions which identify a change in a responsibility
 - Changes which are systemic in nature
- f) **Review:** the evaluation of the document's content. Reviews are required to be recorded in the revision history table and footer of the document

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Annual	October 6, 2017	0	Director of Governance	CAN-PR-01	Page 1 of 6



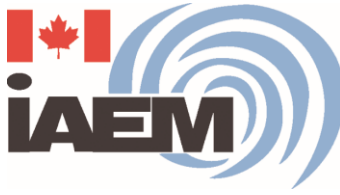
- g) Board:** Members of the IAEM Canada Board as defined in IAEM Canada Bylaws
- h) Members:** Members of IAEM Canada as defined in IAEM Canada Bylaws
- i) IAEM-Canada Sub-Units:** Assemblies of members defined as Regions, Chapters or Committees

4. Procedure

4.1 Developing a Controlled Document

- a) Any member of the Board can decide that a controlled document be written and appoint a person or persons to have it prepared. The board member who has appointed the need for the controlled document or the board position held, which engages in the dealings of the document particulars, becomes the owner and takes ownership from draft through to the implementation phase.
- b) The owner shall prepare the draft copy which will have the words “Draft” watermarked on it.
- c) When the draft copy is prepared the review process must include all Board Members and their support of the documents.
- d) Constructive comments are encouraged to provide value and an added level of expertise. The drafted copies with comments will then be returned to the document owner.
- e) Once the draft copies have been returned to the document owner, (s)he will review and incorporate accepted comments in the final draft.
- f) All reviewers of the controlled document are to send their comments or acceptance of the controlled document to the document owner within 14 days of the issued date. If no response has been made by the 14 day revision window, the document will be considered complete and the document will be deemed as “Final Draft.”
- g) A “Final Draft” will then be sent to the Board for a vote of approval.
- h) When the document has been voted in as approved, the editable version is to be forwarded to the Director of Governance to be made active in the document control process.
- i) The Director of Governance will assign a document number to the controlled document and file the document on the appropriate medium.

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Annual	October 6, 2017	0	Director of Governance	CAN-PR-01	Page 2 of 6



- j) Any documents being shared with members via email or website based will be converted to a Portable Document Format (PDF) or other non-editable file format.
- k) The Director of Governance will communicate to the Board via email, the activation of the new controlled document.

4.2 Review

The review frequency of a document will be determined upon creation of the document by the document owner and Board approval. Usual frequency reviews are annual or biannual.

Responsible: Director of Governance

- a) Track and communicate review requirements to Document Owner.
- b) Communicate document review due date at least four weeks prior to due date
- c) Update documentation revision/review history as required.

Responsible: Document Owner

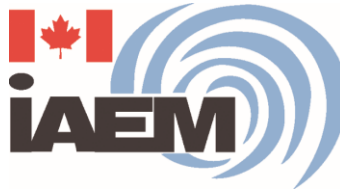
- a) Receive notification of pending due date for document review
- b) Review document to determine if changes are required:
 - I. If no changes are required, forward message to Director of Governance with intention to reissue as document stands.
 - II. If minor revisions (as defined) are required, make revisions on editable edition of document and forward to Director of Governance.
 - III. If revision(s) is required see 4.5 Revisions.
- c) Final version of reviewed documents are due the date of review/revision date expiry.

4.3 Revision (minor revisions do not apply)

Responsible: Document Owner

- a) Initiate, or receive request to change a controlled document, or receive notification of review/revision date expiry
- b) Revise as required, or accept/reject suggested changes.
- c) If changes are required, forward revised version, to the Board for approval

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Annual	October 6, 2017	0	Director of Governance	CAN-PR-01	Page 3 of 6

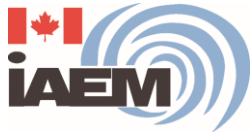


- d) Once revisions are complete and approved, forward final editable edition of document forward to Director of Governance.

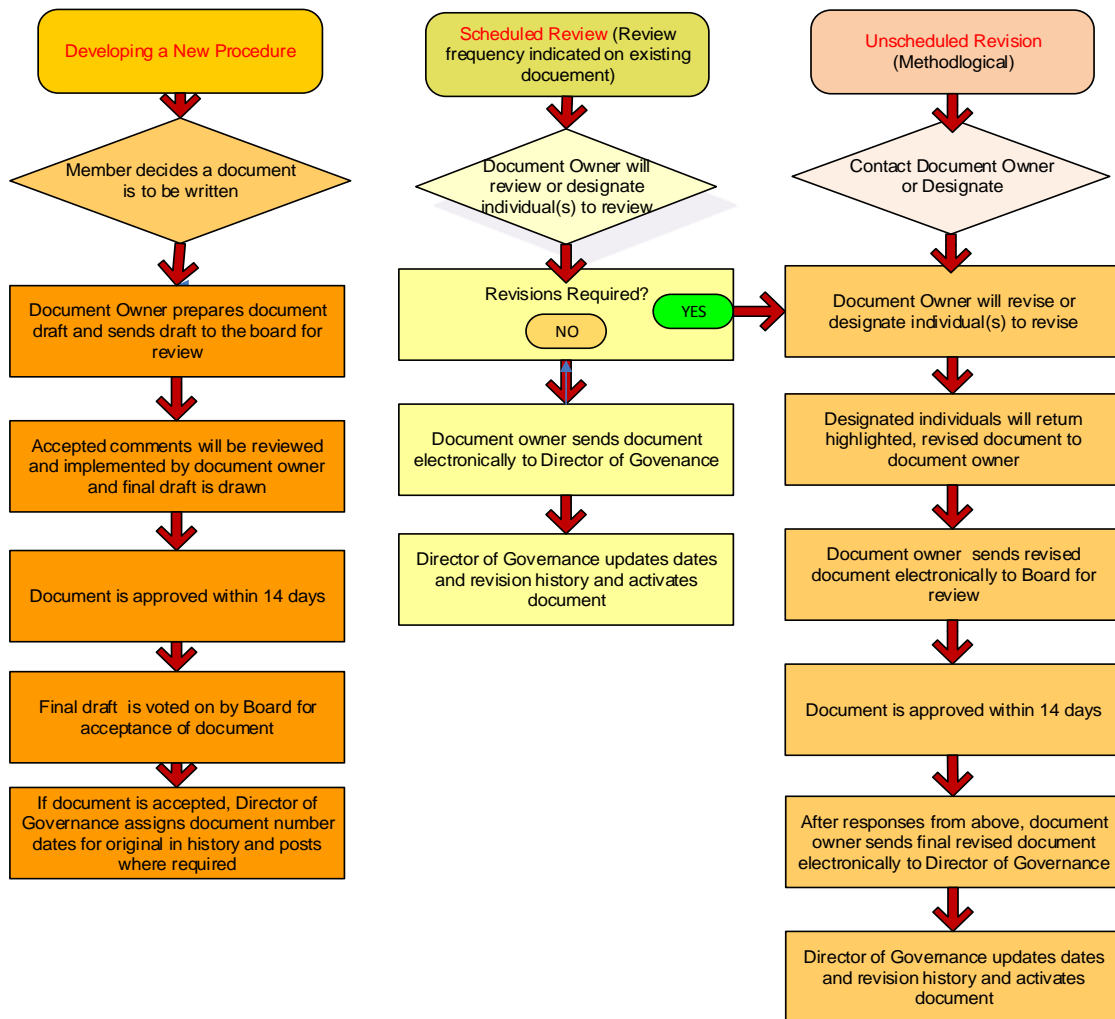
4.4 Reviewing and Revisions

- a) A controlled document must be reviewed and revised when methodological changes dictate, or as review frequency indicates.
- b) Any Member can recommend that a document be revised, but (s)he must contact the document owner or designate to have the task completed.
- c) Revisions must be coordinated with the document owner as indicated on the controlled document.
- d) The process for scheduled and unscheduled document review must be done by the document owner or designated individuals as assigned by the document owner. In the later situation, the document with highlighted changes will then be returned to the owner.
- e) If major changes (as defined) are made to the document, the revised document will then be electronically sent out for review by the document owner to the board.
- f) If no changes are made to the document after review by the board, the editable format of the document is to be electronically sent to the Director of Governance to be updated and posted in the appropriate location(s) for document control. All dates, revision history and archiving of obsoleted documents concurrent with that document will be updated accordingly in this process.
- g) Scheduled reviews are due on the date of expiration of the controlled document.
- h) All revisions sent to board members for review, are to be implemented within 14 days of the request to review. If no response has been made by the 14 day revision window, the document will be considered complete and the document will be made active.

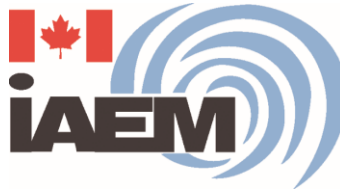
Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Annual	October 6, 2017	0	Director of Governance	CAN-PR-01	Page 4 of 6



DOCUMENT REVIEW, REVISION OR DEVELOPMENT



Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Annual	October 6, 2017	0	Director of Governance	CAN-PR-01	Page 5 of 6



5. Revision History

Revision #	Date of Revision/Review	Page	Section	Purpose of Revision/Review/Amendment
0	October 6, 2017	All	All	Original

Review Frequency	Rev/Review Date	Revision #	Document Owner	Document Number	Page
Annual	October 6, 2017	0	Director of Governance	CAN-PR-01	Page 6 of 6