

## Title: Updating quality documents

Approval by: Quality secretary

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### 1 General

All IST quality documents are stored on the school file server in the folder **G:\Board\QD\** which is divided into three subfolders: **Current**, **Draft** and **Old**. Access to these folders is defined by the Quality secretary.

File shall be named as follows:

QD <doc number> <doc title>.<extension>

For example for this document: *QD 1.4.3 Updating quality documents.docx* Note that the extension (or file type) is part of the complete name used in web references (see section 5 below).

### 2 New documents

When establishing a new document, find an appropriate number in the document index and generate a file using the template *Quality Document 2014.dotx* which is found in subfolder **Draft**. Write the text in both header and document body. Store the new file in **QD\Draft** using the naming convention shown above.

### 3 Revising documents

Open the document from the subfolder **QD\Current**. Store a copy in **QD\Draft** (or in your private folder) using the same file name. Edit the document as required and, when completed, store the revised version in **QD\Draft**.

### 4 Approval

Referring to the new/revised file in **QD\Draft**, ask the authorized person or body to approve the document. The approval authority is given for each document in the document header. Board approved documents require a properly minuted resolution by the board.

After formal approval, complete the following steps:

- Move the previous version from **QD\Current** to **QD\Old**. In the new location, change the name of the previous version by adding <year> - <month> to the title (example: *QD 5.2 Security 2014-11.docx*)
- Move the new version from **QD\Draft** to **QD\Current**

- Update the document *QD 1.0 Index* (in folder **QD\Current**) by updating the columns “Latest version” and “Approval date” for the document in question. If a new document was written, a new row needs to be inserted in the Index document in the appropriate place.

## 5 Web documents

The folder **QD\Current** is automatically transferred once per week to the IST web server, making all current documents available (read-only) through a web browser. If a manual transfer is needed, it may be started by using the script which is available on **G:\Board\QD\Transfer**.

The web address for the quality documents is

109.247.239.30:81/QD/<file name>

Omitting the file name gives a list of links to all available documents. These links are used when referring to IST quality documents in our implementation of the quality management tool KFF-KSS.