

## QNJAC document control

### **Identification and classification of QNJAC documents**

The first step in the document control process is to identify and classify QNJAC documents. This will be done by identifying and creating a list of QNJAC documents that need to be controlled, and classify them based on their title, purpose, category, creation, and review date.

### **New or revised QNJAC documents**

As working groups complete new or revised QNJAC documents, their leads will need to submit them for vetting. Working group leaders also need to provide a version number, evidence of consultation and approval by the working group.

Photos, imagery, or videos that are used in documents must have approval, license, or permissions. If not, they must be removed from the documents.

It is expected that the working group will provide at least three months' notice prior to submission to give partners' marketing and communications contacts sufficient notice and the submission can be included in their timetable.

### **Vetting of QNJAC documents**

The QNJAC documents should be vetted to ensure that they meet QNJAC standards and requirements. This task will be completed by assigning a designated reviewer or team of reviewers to review the QNJAC documents, including permissions and/or licenses for media.

If the QNJAC documents meet the requirements, they will be submitted for final approval and the marketing and communications partners will be informed.

### **Revision and approval of QNJAC documents**

If any changes are required in the QNJAC documents after vetting, they should be revised accordingly. Once the QNJAC documents have been revised, the version number should be updated and they should be returned for re-vetting.

### **Final approval of QNJAC documents**

The QNJAC documents shall be distributed to a representative of the Health and Safety Executive who has a responsibility for the quarrying sector, the QNJAC Chairperson and the leader of the working group. They will meet to discuss the QNJAC documents and, if in complete agreement, approval text will be added and sent for publication.

### **Publication of QNJAC documents**

The approved QNJAC documents will be sent to the Sector Standards Manager, who will record them on the database, then distribute the documents to relevant stakeholders and publish onto the QNJAC and Safequarry websites. This distribution and publication should be completed in accordance with QNJAC policies and procedures for document control.

Marketing and communications partners will be informed.

### **Promotion and communication of QNJAC documents**

Partner organisations including BAA, MPA, MPQC, IQ will promote and communicate the published QNJAC documents, using a range of methods to maximise the touchpoints available. They will co-ordinate their efforts for maximum reach and to show the collaboration of QNJAC.

### **Monitoring and review of QNJAC documents**

The QNJAC documents should be reviewed as a minimum every five years to ensure that they remain up-to-date and relevant. Major incidents should also trigger a review to evaluate if the documents need amending to help stop a repeat of the incident. Any changes or updates to the QNJAC documents should go through the review process.

This document control process should ensure that QNJAC documents provided by subject matter experts are vetted and approved by HSE, the QNJAC chairperson and the working group leader before publication. It should also ensure that the QNJAC documents are regularly reviewed and updated to maintain their relevance and accuracy.