

Document Management Policy

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| Last Approved: | NOAMA Board | May 23, 2023 |
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1. Purpose

This policy and its supporting processes establish the controls required for managing NOAMA's authoritative documents to ensure they are accurate, current, appropriately available, and approved by authorized individuals.

2. Policy Statement

NOAMA's authoritative documents that specify policies, prescribe uniform processes, or establish or document design specifications must be controlled to ensure they are accurate, current, appropriately available, and approved by authorized individuals in a manner reflecting the risks associated with improper management of the information.

The following controls are to be used in the management of the association's authoritative documents.

- a) Documents must be uniquely identified by at least an approval date and title.
- b) Documents are subject to change control, which includes appropriate review and approval to certify new documents, ensure accuracy, and update the documents as necessary.
- c) Documents are subject to version control, which encompasses distribution and availability of the most up-to-date approved version of a document to users, and appropriate disposition of obsolete and superseded documents to avoid their inadvertent use.
- d) Documents are subject to periodic review to enable updating for currency, accuracy, and alignment with requirements and best practices.

3. Roles and Responsibilities

The NOAMA Board, with the assistance of the Executive Director, ensure implementation of document-management processes that support the controls cited within this policy and proactively contribute to improving document-management processes for efficiency and simplicity.

The NOAMA Board, with the assistance of the Executive Director, will proactively contribute to the improvement of documents for accuracy and currency, and of document-management processes for efficiency and simplicity.

4. Recordkeeping Requirements

Administration will maintain a master list of authoritative documents that it deems subject to control. The listed information includes, but is not limited to current policies and processes. These documents will be readily available to Board members.

Administration will, on a semi-annual basis, ensure that all NOAMA Policies, Processes and Procedures are updated and made available to Board members. Furthermore, the documents will be made available on the NOAMA website under a password protected page that can easily be access by Board members.

5. Contact Information

Questions on this policy should be directed to: NOAMA Administration (noama@noama.ca).

| DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT | | |
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| Version | Date | Comments |
| 1.0 | 2022.01.25 | Original policy |
| 2.0 | 2023.05.23 | Update to reflect access documentation |
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