

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



DOCUMENT CONTROL PROCEDURE

MOP009

APPROVED: M.A.A.A. PRESIDENT

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Table of Contents

- 1. Purpose..... 1
- 2. Applicable Documents 1
- 3. Policy 1
- 4. Visibility 1
- 5. Master Copies 1
- 6. Implementation 1
- 7. Responsibilities 1

This Policy and/or Procedure forms part of the M.A.A.A. Manual of Procedures. This entire document is for the use of all classes of members of the M.A.A.A. in the conduct of activities associated with the M.A.A.A. and is not be used for any other purpose, in whole or in part, without the written approval of the M.A.A.A. Executive.

DOCUMENT CONTROL PROCEDURE

1. PURPOSE

This procedure is to record how all M.A.A.A. applicable documents are controlled to ensure that they are traceable for content and currency.

2. APPLICABLE DOCUMENTS

This procedure applies to all M.A.A.A. generated Rules, Procedures and Forms.

3. POLICY

The key control is the date of issue and this will be applied to every page of applicable documents in a clearly visible position at the time of issue, or reissue.

The date will be changed on all sheets of multi-page documents even when not all have been updated.

4. VISIBILITY

An up to date index of all applicable documents, including date of issue, will be maintained.

A copy of this will be available on the M.A.A.A. Web Site.

A further copy will be sent to the Secretary of each M.A.A.A. Member on each update of the index.

5. MASTER COPIES

The M.A.A.A. will maintain a master copy of all applicable documents in either hardcopy or electronic form.

6. IMPLEMENTATION

A list of applicable documents will be compiled by 11th February 2000.

Documents that do not conform to this procedure will comply no later than the first update.

All documents will be modified to comply by 1st January 2001

7. RESPONSIBILITY

The implementation of this procedure is the responsibility of the M.A.A.A. Secretary.