Version Control and Review Schedule for Policies

Version Control

1. **Version Numbering**:
   - Each policy will be clearly labelled and added to a catalogue
2. **Document History**:
   - A document history section will be included at the beginning of each policy document, detailing the version number, date of revision, and a brief description of changes made. Below is an example:

Version	Date Released	Changes Made	Approved By	Review Cycle
1.0	15/03/2025	Initial version	Policy Board	Annual
1.1	01/09/2025	Updated compliance sections	Legal Team	Annual
2.0	20/12/2025	Major revision for 2026	Executive Committee	Biennial

3. **Approval Process**:
   - All revisions must be reviewed and approved by the ethics integrity committee or officer before implementation.
   - Approval will be documented in the document history section. Yearly checks will take place by the research ethics integrity officer.

Review Schedule

1. **Annual Review**:
   - Policies will be reviewed annually to ensure they remain relevant and effective.
   - The review will be conducted by the ethics committee and documented in the document history section.
2. **Ad Hoc Reviews**:
   - Policies may be reviewed on an ad hoc basis in response to significant changes in legislation, organizational structure, or other relevant factors.
   - These reviews will also be documented in the document history section.
3. **Review Meetings**:
   - The ethics committee will schedule regular meetings to discuss and review policies.
   - Meeting minutes will be recorded and stored for reference.
4. **Feedback Mechanism**:

- A mechanism for receiving feedback from stakeholders will be established to inform policy reviews.
- Feedback will be considered during the annual and ad hoc reviews.