

Governance Document Owner / Author Review Checklist

1. <i>Create the next version</i> - By clicking on the Create New Version icon in the current published document located in the 'Document Details' and 'Ownership' tab.	<input type="checkbox"/>
2. <i>Review the documents contents by section</i> - Update where required based on your knowledge of current best practice – use the Save button before moving to another section.	<input type="checkbox"/>
3. <i>Review the related documents list</i> - Add / remove where required.	<input type="checkbox"/>
4. <i>Review the reference list</i> - To confirm that any Website Links are current and directing to the website correctly.	<input type="checkbox"/>
5. <i>Review the reference list</i> - To confirm that any Appendix Documents are visible and up to date – check that any appendix footers are updated to the current Governance Document code / month / year of review.	<input type="checkbox"/>
6. <i>Review the References list</i> - To confirm that any Book References refer to current best practice. All references must be typed in the APA format.	<input type="checkbox"/>
7. <i>Invite stakeholders</i> - To review the version in the Stakeholders section. Note: stakeholders will get an email notification as soon as their name is entered into the stakeholder section. If there are no changes to the process of the Document go to bullet point 3 of step 11*.	<input type="checkbox"/>
8. <i>Enter the Open For Comments date</i> - To trigger the email invite to the selected stakeholders by clicking on the Development Dates Tab and clicking on the calendar icon. Only enter the close for comments and draft completed dates after all stakeholder comments are completed and Committee approval is confirmed as per steps 13 and 14 below.	<input type="checkbox"/>
9. <i>Respond to stakeholders</i> - This will close comments received. Any Stakeholders that did not respond to your invite and comment on the document must be removed from the Stakeholders list. Ensure that you note their name in the version comment box prior to deletion.	<input type="checkbox"/>
10. <i>To download and submit the reviewed gov doc</i> - To its relevant Committee for approval, click on the View Tab and click on the blue "Request PDF To Print" icon on the bottom right of the screen, submit all Appendix items for Committee approval also.	<input type="checkbox"/>
11. <i>Insert the following comments in the Version Comment Box</i> - Under Document Details and Ownership if required: <ul style="list-style-type: none"> Once approved, reference any Working Groups / Committees that reviewed and approved the Document in the version Comment Box noting the Committee approval date/month. Reference any invited stakeholders that did not respond to your request to review the Document in the Version Comment Box. Reference "No Changes Required" if this was the outcome of your review in the Version Comment Box.* 	<input type="checkbox"/>
12. <i>Status Check List</i> – Do all areas have a green tick? If yes go to step 13. If no, review any areas with a red cross and correct to ensure all areas have a green tick.	<input type="checkbox"/>
13. <i>Close For Comments</i> – Add date. This will open the Draft Completed Date.	<input type="checkbox"/>
14. <i>Click on the Development Dates tab</i> - Enter the Draft Completed Date in order to progress the document for organisation wide online ratification to publication review. *Note enter the Draft Completed only after all stakeholder comments are completed and Committee approval is confirmed and noted in the Version Comment Box.*	<input type="checkbox"/>