

## QP5: BIM CERTIFIED QUALITY AQUACULTURE (CQA) PROGRAMME DOCUMENT CONTROL

### PURPOSE

This procedure describes the method by which the controlled copies of the BIM CQA Quality System Documents are issued and maintained in a condition which reflects current practice.

### 1 SCOPE

The management of Document Control is the main responsibility of the BIM CQA Programme Lead. BIM CQA Programme documents are graded into three tiers

#### **Tier 1 – BIM CQA Quality Management System (QMS) and Quality Procedures (QPs)**

Key Policy Approval Sign Off by the BIM CQA Oversight Committee Chair

Procedures Approval Sign Off by the Programme Lead

#### **Tier 2 – CQA Standards**

Draft Approval Sign Off from TAC and Approval from BIM CQA Oversight Committee Chair.

#### **Tier 3 – BIM Forms, Factsheets and Recording Templates**

Approval Sign Off by BIM Programme Lead.

Issue review and update controls will be applied to all of the BIM CQA Quality System Documentation.

At the discretion of the BIM Oversight Committee the Quality System Documents may be issued to external parties, upon request. Such documents will be clearly identified as an **“uncontrolled copy”** and will not be subject to this procedure. Current issue of both Programme Standards and Programme Regulations may be issued to individuals or groups on request but will not be subject to update.

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<b>Issued By</b>	V. Flynn	<b>Approved By</b>		C. Morrison	
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**2. METHOD**

**2.1 Issues**

Master copies of both current issue and immediate superseded issue will be retained in either electronic or hard copy form by BIM under the direction of the Programme Lead. Where documents are signed these shall be held as hard copy.

Programme Regulations, Programme Standards and Assessment Checklists will be identified by Issue Number and/or Date.

**2.2 Registered Holders of the QMS Manual**

The BIM Oversight Committee will be responsible for maintaining a list of Official Registered Holders for the QMS Manual

The BIM CQA Programme Lead shall also be responsible for ensuring that CBs are provided with a current issue of relevant Quality Management System Procedures and any guidance notes relative to the Programme.

Registered Holders will be requested that on receipt of issued updates to ensure that superseded issues are withdrawn and deleted.

**2.3 Review and Update**

QMS Manual and Programme Regulations

As part of an annual Quality System Review, the QMS Documents will be reviewed at least once per year, but may be changed under authority of the BIM Oversight Committee at any time to reflect current best practice.

The BIM Oversight Committee will engage an expert party to review the operation of the BIM CQA Quality Management System on an annual basis. This may lead to suggested amendments.

The BIM CQA Programme Lead is responsible on a daily basis for the maintenance of the Quality Systems.

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Proposed changes to the Policy and Procedures Manual, Standards and Programme Regulations can only be made in line with guidance from the Oversight Committee.

Programme Standards and Assessment Checklists

Where applicable, the Programme Lead shall ensure that BIM CQA Programme Standards are reviewed annually by the relevant TAC. Associated Assessment Checklists are updated in accordance with Programme Development and Review or updated following changes to relevant Regulatory/Legislative Requirements. The BIM CQA standards will undergo a full review every five years.

Following TAC Approval of any changes to BIM CQA standards, the BIM CQA Programme Lead shall forward a copy of the amended document to the TAC Chair. Once the TAC Chair has agreed to the re-draft, the re-draft will go to the BIM Oversight Committee for Approval.

The BIM CQA Programme Lead will record in the standard the date of a revision or re-affirmation of the standard along with a transition period after which the revised standard will come into effect.

Following Approval by the BIM Oversight Committee, the BIM CQA Programme Lead shall reissue amended documents.

Forms

The need for and content of Forms will vary. The BIM CQA Programme Lead will be responsible for overseeing the development of suitable forms, as necessary.

Where a form is to be used to collect information relative to the Certification Process (e.g. Application Forms, Audit Report Forms etc.) then a listing of such forms shall be maintained in an BIM CQA Programme Specific Forms Folder.

The list shall identify the form name and number, along with the current issue number and date.

The BIM CQA Programme Lead shall be responsible for ensuring that only the current issue of a form is available for use.

The Annual Review will allow BIM to maintain the effectiveness of forms.

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#### 4.0 Change Identification

##### Policy and Procedures Manual

Changes to the Manual may be made identified either as:

- a) A complete annual re-issue of the Manual which will result in an Issue Number change
- or
- b) Amendment to individual Manual Sections which will result in a Revision Number change to that Manual.

An amendment record indicating the changes made will also be included at the back of the Manual.

##### BIM CQA Programme Standards

Changes to the Programme Standards may be made identifiable as a complete re-issue of the standard which will result in an Issue Number change.

An Amendment Record indicating the changes made will also be included at the back of the document.

##### Regulations

Changes to the BIM CQA Programme Rules and Regulations may be made identifiable as a complete re-issue of the Regulations which will result in an Issue Number change.

An amendment record indicating the changes made to Regulations will also be included in the QMS Manual Folder.

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Forms and Checklists

Changes to forms shall be identified by Issue Number and date.

CB Updates

Approved CBs are communicated approved transition periods by the CQA Programme Lead within which to update their systems, become up to date and conform to the changes in CQA Scheme QMS and Procedures. CBs are given 12 months to have their systems comply with formal releases of updated and revised standards.

**3.4 Change Issue Confirmation**

Registers of Controlled Documents will be updated by the individuals responsible following each new issue and will record against each Approved Holder the date the revised document issued. This record will serve as Proof of Issue to the Holder.

**4.0 Records**

Copies of the current issue and immediate superseded issue of all Controlled Documents will be retained in a master file either as a hard copy or on electronic file.

The BIM CQA Programme Lead shall be responsible for ensuring that a master file of all documents is maintained and documents control will be verified through an Annual Internal Audit.

Registers of Controlled Documents showing Approved Holders and Date of Issue of all documents identified in this procedure will be maintained.

**4.1. Standards Records**

Standard development records shall be maintained on file for a period of at at least 5 years. These include:

- policies and procedures guiding standard development and review;
- stakeholders list and how they were involved at different stages;
- comments received and how they were addressed
- drafts and final standards versions.

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**AMENDMENT LOG**

<b>DATE</b>	<b>ISSUE</b>	<b>AMENDMENT</b>	<b>AMENDED BY</b>
April 2018	1.1	Added clarity to 2.3 to show the Oversight Committee has directed to formally apply for GSSI benchmarking process and changes are being made to achieve this	Vera Flynn

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