**POLICY NUMBERING AND RECORDING SYSTEM**

The Policy Numbering and Recording System is designed to give each policy a unique, logical identifier for easy tracking, updating, and retrieval.

A strong numbering system ensures policies are:

* Consistent – Uniform format across the organization.
* Logical – The number gives information about the policy’s type and area.
* Scalable – Can handle future policies without changing the structure.

**1. Structure of a Policy Number**

Each policy number is made up of four elements:

|  |  |  |
| --- | --- | --- |
| Element | Purpose | Example |
| Category Code | Identifies the functional area (e.g., HR, Finance, Safety). | HR, FIN, SAF |
| Policy Type Code | Identifies whether it’s a policy, procedure, or guideline. | P = Policy, PR = Procedure, G = Guideline, SOP= Standard Operating Procedures, CUR= Curriculum |
| Sequential Number | Unique order within the category. | 001, 002, 003 |
| Year/Version | Tracks when issued or last updated. | 2025, v2 |

Format Example:  
HR-P-001-2025 → Human Resources Policy #1, issued in 2025.

**2. Approved Category Codes**

Maintain a standardized list of category codes to ensure uniformity:

|  |  |
| --- | --- |
| Code | Category |
| ADM | Administration |
| HR | Human Resources |
| FIN | Finance |
| OPS | Operations |
| GVS | Government Vehicle Inspection Services |
|  |  |
| SAF | Safety & Security |
| IT | Information Technology |
| COM | Communications |

**3. Sequential Numbering Rules**

1. Start at 001 for each category.
2. Always use three digits for sorting (e.g., 005 instead of 5).
3. Reserve 900–999 for temporary, draft, or experimental policies.
4. Each new category starts its own numbering sequence.

**4. Version Control**

When a policy is updated:

1. Keep the same category and sequential number.
2. Increment the version number (e.g., v1 → v2 → v3).
3. Update the “Last Revised” date.
4. Record a summary of changes in the version history log.

Example:  
OPS-P-004-v2 → Operations Policy #4, second version.

**5. Central Policy Register**

Maintain a Central Policy Register as the official record of all policies.  
Minimum required fields:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Policy Number | Title | Category | Type | Date Issued | Version | Status (Active/Archived) | Owner Department |
| HR-P-001-2025 | Employee Leave Policy | HR | Policy | 01-Jan-2025 | v1 | Active | HR Dept |

**6. Roles and Responsibilities**

|  |  |
| --- | --- |
| Role | Responsibilities |
| Policy Coordinator | Assigns policy numbers, updates the register, ensures compliance with numbering rules. |
| Department Heads | Submit policies for numbering, review and approve drafts, provide change summaries for updates. |
| Policy Owners | Maintain accuracy of policy content, notify Policy Coordinator of changes, and ensure archiving of old versions. |
| Administrative Support | Assist with uploading, formatting, and document distribution. |

**7. Access and Update Rules**

1. Only authorized personnel can assign or modify policy numbers.
2. The Policy Coordinator maintains the register and archives.
3. Retired policies remain in the archive for reference.
4. All versions of a policy must remain accessible.

**8. Step-by-Step Workflow for Policy Numbering**

A. New Policy Creation

1. Drafting – Department drafts the new policy.
2. Submission – Draft sent to the Policy Coordinator for numbering.
3. Number Assignment – Coordinator assigns category code, type code, sequential number, and year.
4. Register Entry – Policy is entered into the Central Policy Register.
5. Approval – Final approval from relevant authority before release.
6. Distribution – Policy published to staff via approved channels.

B. Updating an Existing Policy

1. Request Update – Department notifies Coordinator of the change.
2. Version Assignment – Version number is incremented (v2, v3, etc.).
3. Archive Old Version – Old version stored in the archive.
4. Register Update – Central register updated with the new version details.
5. Re-Issue Policy – Updated version published to all relevant stakeholders.

**9. Document Management Guidelines**

* File Format: All official policies must be stored in PDF for distribution; editable formats (Word) kept internally.
* File Naming: Match the policy number (e.g., HR-P-001-2025-v1.pdf).
* Storage Location: Store in a secure shared drive or document management system with controlled access.
* Backups: Perform regular backups to ensure no loss of policy documents.
* Review Cycle: Review policies at least every two years to confirm they remain current.

**10. Full Numbering Scheme**

Format:  
**[Category]-[Type]-[Sequential]-[Year/Version]**

Example:  
FIN-P-012-2025-v3 → Finance Policy #12, third update, last revised in 2025.

**11. Flowchart**

Mapping the entire numbering, approval, versioning, and archiving process

