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**Document Review Form**

Initiation (to be Completed by Reviewer of document)

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| **Originator:** |  | **Date Submitted:** |  |
| **Document Title:** |  | **Current Doc Number:** |  |
| **Document Type:**  **(Policy/Form..Etc)** |  | **Project Reference No.: (If Applicable)** |  |
| **Head of Department / Manager** |  | **Next Version #** |  |

SUMMARY OF CHANGES MADE TO EXISTING DOCUMENT (IF ANY) AND REASON

|  |  |  |
| --- | --- | --- |
| ***What were the changes made? (track changes if document submitted is modified)*** | | |
| TO BE FILLED BY THE ORIGINATOR | 1. ***List related controlled documents impacted by this change?*** 2. ***List the key stakeholders impacted by this change?*** | |
| 1. ***How is this change to be communicated to those stakeholders?***   Not Required  Learning Management System (Fill ‘ LMS Course Request’)  E-mail to stakeholders  Other Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. **Document Classification type**   Confidential  Restricted  Public | |
| **Designation** | | **Signature** |
| **Document owner** | |  |
| **Relevant Sector Director** | |  |
| **PMO Director** | |  |
| **Acting CEO** | |  |
| **Chairman** | |  |

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| **Finalisation** *(to be completed by PMO Team)* | | | | |
| **Action:** | **Initial:** | **Date:** | **Reviewed:** | **Date** |
| Check form completion and soft copy received |  |  |  |  |
| Update Master List of Controlled Documents |  |  |  |  |
| Update “Change Brief“ section to include previous & current version |  |  |  |  |
| Action any changes |  |  |  |  |
| Track changes removed / accepted |  |  |  |  |
| Ensure Document has correct Controlled Document Details |  |  |  |  |
| Save original file to Controlled Documents Folder under relevant department/sector |  |  |  |  |
| Save it as PDF if a policy/procedure (Searchable) |  |  |  |  |
| Archive any old files to the N: Drive |  |  |  |  |
| Update ONLY FOR PMO Knowledge reference library including hyperlink |  |  |  |  |
| Update Knowledge Reference Library for all employees |  |  |  |  |
| Upload Document to Webpage |  |  |  |  |
| Remove old documents from Webpage |  |  |  |  |
| Email Originator to advise update complete |  |  |  |  |
| Update ‘Document Review Register’ |  |  |  |  |
| Document Filed |  |  |  |  |