The Gliding Federation of Australia Inc. trading as Gliding Australia

Document Control and Review Process

Revision 1
April, 2025

C4 / 1-13, The Gateway
Broadmeadows VIC 3045

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All references to Gliding Australia in this document means the Gliding Federation of Australia Incorporated

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December 2023

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1 REVISION HISTORY

1.1. Amendment Procedures

Amendments will be promulgated by the Accountable Manager and will be published online as a complete revised document. All nominated key position holders will be advised of approved published revisions. The Gliding Australia website online version will be the approved revision. Printed documents should be checked against the online revision to ensure the approved revision is used.

1.2. Original Document History

Revision No 1

	Prepared	**Approved**	**Control**
Signed	David Boulter Executive Manager, Operations	Gliding Australia Board	Executive Manager Operations
Date			
Derivation			
Authorised by	**No of pages**	**Effective date**	
Gliding Australia Board			

1.3. Record of Amendments

Revision No

	Prepared	**Approved**	**Control**
Signed			
Date			
Précis of changes			
Authorised by	**No of pages**	**Effective date**	
Gliding Australia Board			

Gliding Australia Feedback/Change Proposal Form

<table>
<tr><td rowspan="2">Document Title: MOSP Part 2 - Operations</td><td colspan="2">Tracking Details (Office use only)</td></tr>
<tr><td>Number:</td><td>Date Received:</td></tr>
<tr><td colspan="3">Name of person submitting change proposal:</td></tr>
<tr><td>Email Address:</td><td>Phone:</td><td>Membership Number:</td></tr>
<tr><td colspan="3">What should be changed? (Include Section or Chapter reference if for a document. Attachments if required.)</td></tr>
<tr><td colspan="3">Why? Description and Reason for change: (Please include brief description and supporting comments as to why the change is needed, or the new initiative or the opportunity for change. Attachments if required.)</td></tr>
<tr><td colspan="3">Sources for supporting data or details that may assist the review: (Attachments if required.)</td></tr>
<tr><td colspan="3">Benefits (How will the proposed change, new initiative or opportunity benefit members or improve compliance or safety?)</td></tr>
<tr><td colspan="3">NOTE: Please ensure a clear description of the issue / opportunity has been given, supporting data if available has be identified and / or attached.
This form may be sent to Gliding Australia by the following means:
Email: documents@glidingaustralia.org
Mail: Gliding Australia, C4/1-13 The Gateway, Broadmeadows, VIC 3047
NOTE: Gliding Australia Management of Change Manual (MCM) applies</td></tr>
</table>

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3 INTRODUCTION

The Gliding Federation of Australia Inc (GAus) is a CASA Approved Self-administering Aviation Organisation (ASAO) under Civil Aviation Safety Regulations 1998 (CASR) Part 149.

The Gliding Federation of Australia Inc (GAus) is an Incorporated Association registered in Victoria, and Trading as Gliding Australia.

GAus consists of a central organisation, supporting a federation of Regional Associations and gliding clubs. Gliding is both a recreational aviation pursuit and competitive sport.

The role of GAus is to provide a framework for safe gliding operations and airworthiness, specified in the Exposition and supporting Manuals.

This Manual of Document Control and Review Process outlines the standards and processes for naming of documents and the process for review of documents. It specifies the tools used for document production and review.

4 DEFINITIONS

For this document, the following definitions shall apply:

'MS' means Microsoft Corporation. GAus uses MS 365 suite of products for email, document, presentations and spreadsheets.MS Teams is used for team coordination and various meetings including webinars.

'Adobe' means Adobe Inc. GAus uses Adobe PDF format for documents that are available to GAus staff and membership.

'Major Revision' is defined as a major rewrite or reorganisation of a document.

'Minor Revision' is defined as minor changes to a manual. These would be small additions of small revision of only a few sections.

5 File name conventions

A standard filename convention allows authors and readers to understand where the revision being read fits in the document tree.

GAus filename convention is:

Filename-vmajor number.minor number-YYYMMDD-Markup/Clean-Author Initials.MS extension

Eg: MOSP 2-v2.3-20250414-Markup-DDB.docx

'vmajor number.minor number ' denotes a major revision number and a minor revision number.

Major revision and minor revision are defined in Definitions

6 File repositories

GAus uses MS SharePoint as our major file repository. MS Teams provides a team or workgroup view of SharePoint repositories.

During document development, a document author may have copies of documents stored on their local PC/laptop. GAus controlled laptops use MS OneDrive. OneDrive allows files linked to 'My Documents' stored on the laptop to be stored in SharePoint. This happens automatically.

GAus volunteers do not have GAus controlled laptops. Volunteers will need to submit, from time to time, versions of their documents to the GAus office so they can be stored in SharePoint.

7 Folder structures

Documents stored in SharePoint are stored in the department responsible SharePoint repository.

Eg: Operations Documents are stored in this path. Figure 1 shows the structure.

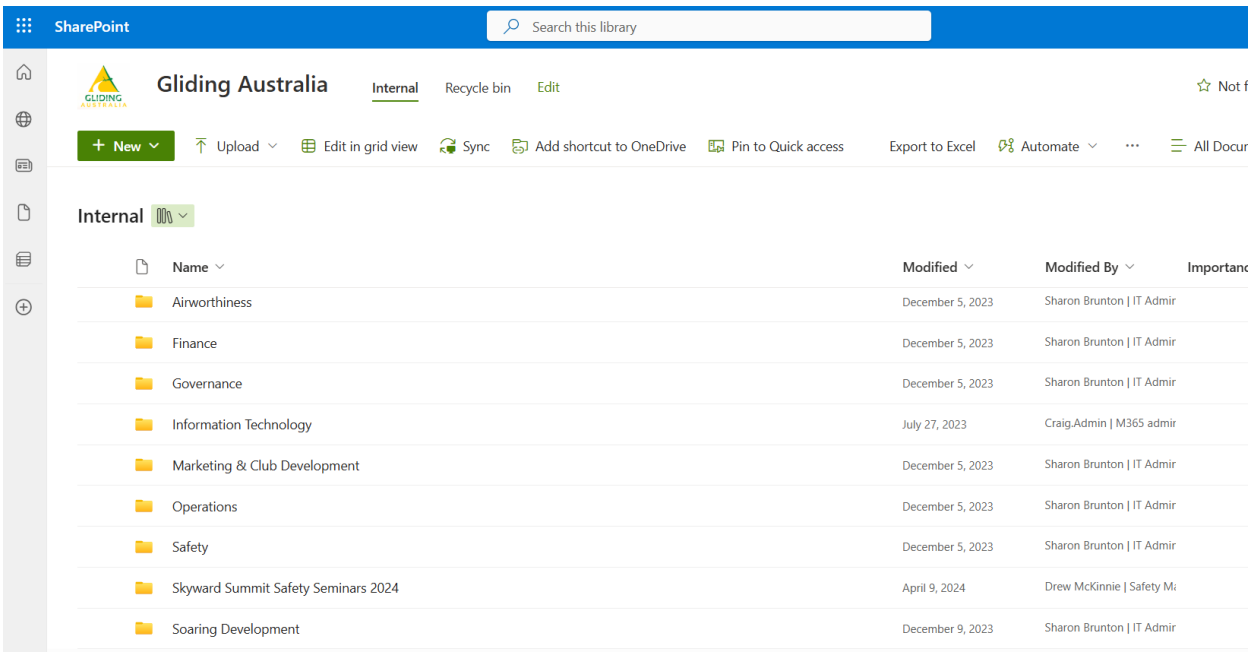

Figure 1: SharePoint folder structure

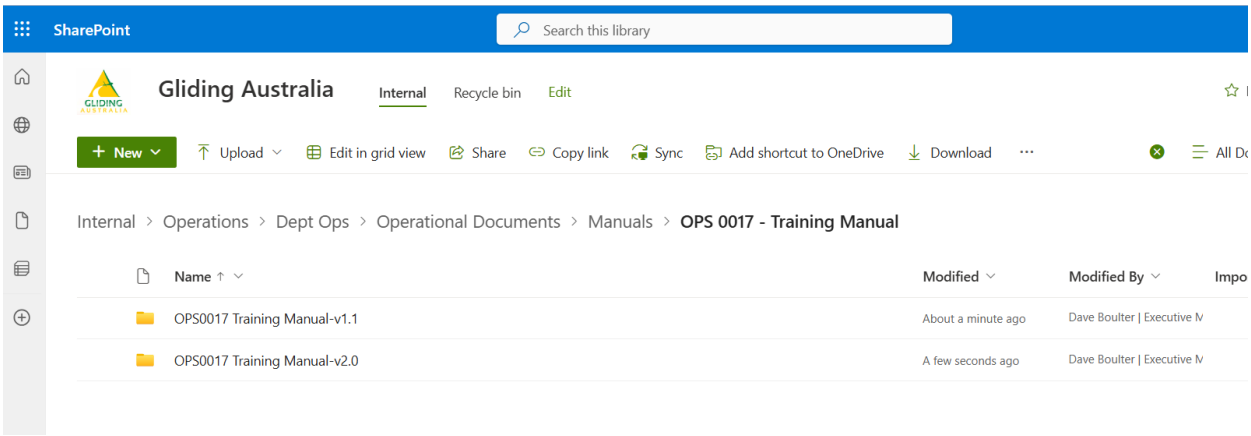

Figure 2: Folder structure for OPS0017 Training Manual

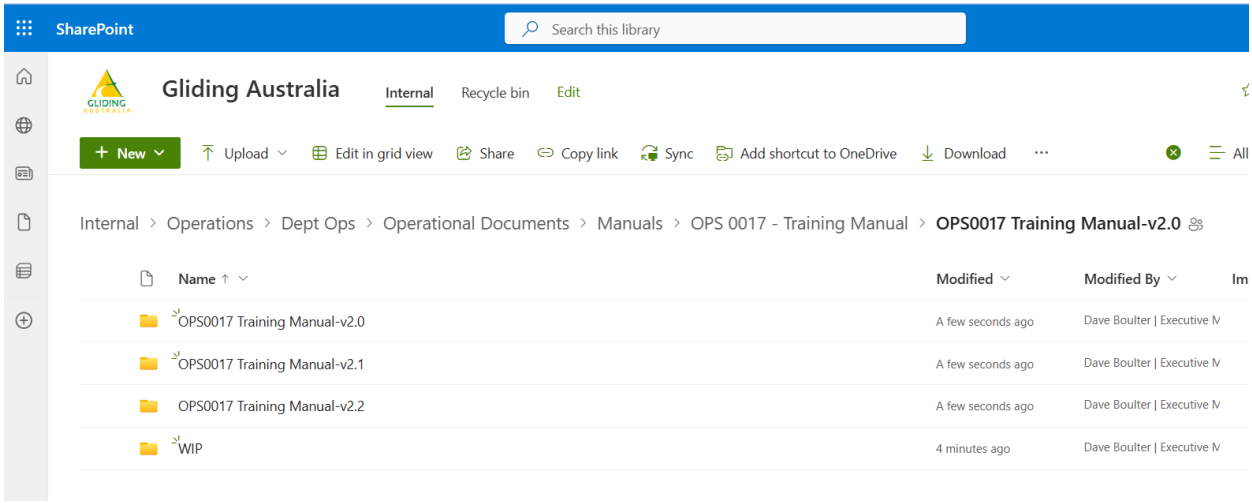

Figure 3: Folder structure showing major revision folders

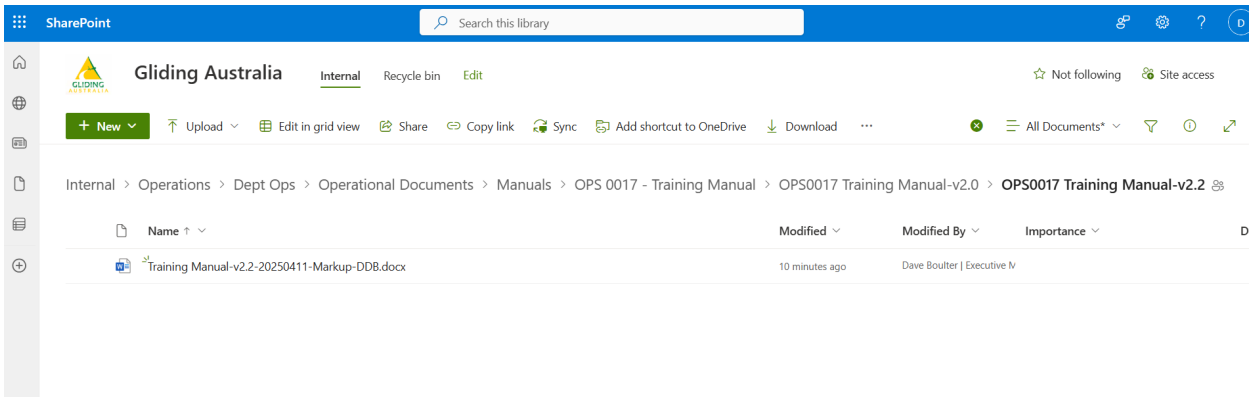

Figure 4: Folder structure showing OPS0017 Training Manual-v2.2-20250411-Markup-DDB.docx

8 Review concepts

Document production and editing is a different process than review. A document has:

- Authors
- Editors
- Reviewers

Most GAus documents have one role responsible for the document: ‘Document Owner’.

The Document Owner, Authors and Editors can edit the document. Reviewers can add to the content or make comments on the content. Reviewers cannot edit the document directly.

Document content and suggestions on layout is one phase of review. Fixing typos, spellchecking, grammar correction is another phase.

It is natural for reviewers to add content/suggestions and correct typos etc. Sorting through documents that have been reviewed by many people is time consuming. Decisions of what should be included, what should be moved, what should be deleted are content based. Once this phase is completed by the Document Owner/Authors an edit by another person focusing on branding, spelling and grammar is a final phase.

Another important concept is” ‘When do you accept changes and then start making new changes?”

A document that has had significant rewrite has lots of markup. It is VERY difficult to read. Leaving a

document in this state introduces unintended consequences. When the document changes are finally accepted a lot of time is spent reviewing the entire document.

The use of 'Minor Revisions' allows changes to be focused on a few sections of the document. This is saved in a minor revision folder in the file structure. The two files: Markup and Clean are stored in the document folder structure. The next minor revision folder is created, the clean version of the pervious minor revision is copied into the folder structure. This filename is then renamed to the new revision number. Track Changes is then enabled and the new changes applied.

The above process allows a focused path of changes to a document combined with easier document development and readability.

9 Document production and review tools

GAus uses the MS suite of tools. The major document production tool is MS Word.

MS Word allows Comments and changes to be tracked by: 'Review-> Track Changes'. This feature can be turned on and off. Reviewers with Edit privileges will have full access to Track Changes. The document owner should be specific in instructing the reviewer(s) involved on what is to be reviewed and whether content is the focus of typo, grammar, spelling is the focus.

There is no guarantee that a reviewer has MS Word configure the same as the Document Owner. Default Fonts and Styles can be different. The revision of Word maybe different. MS Word on Windows devices is different from MS Word in Apple products. Reviewers maybe using versions of MS Word on iPads, Android Tablets, laptops, PCs. The list is not exhaustive. All these variables can introduce unintended consequences. Delays in stripping this is non-productive.

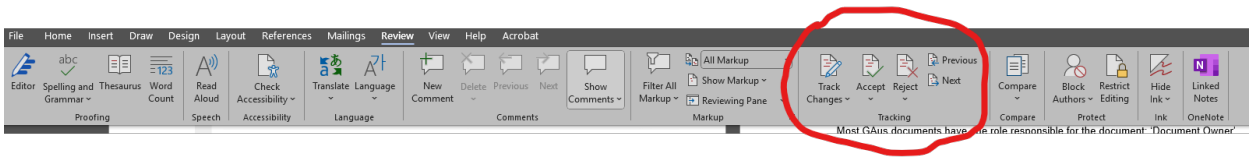

Figure 5: Configuring Track Changes

MS Word allows restriction of what can be edited in a document. For the review cycle, as described, the most efficient way is using comments. This is done via Restrict Editing.

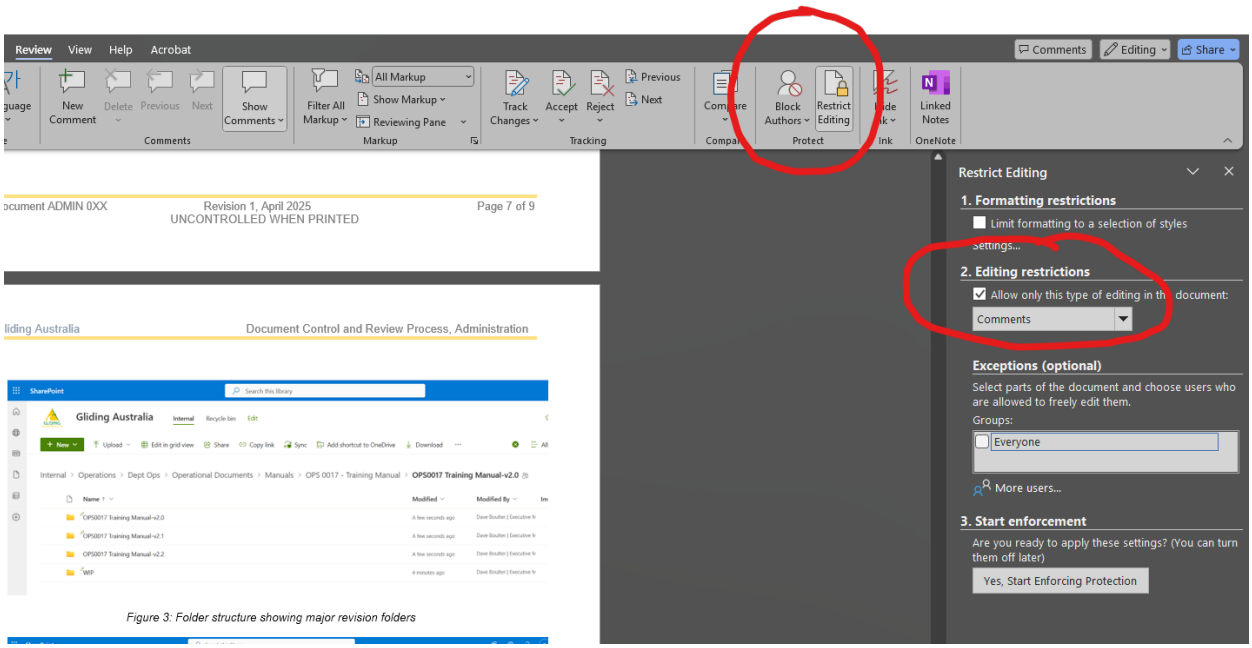

Figure 6: Configuring Restrict Editing

Adobe PDF allows highlighting of text and Addition of comments. This can be done in all versions of Adobe PDF products.

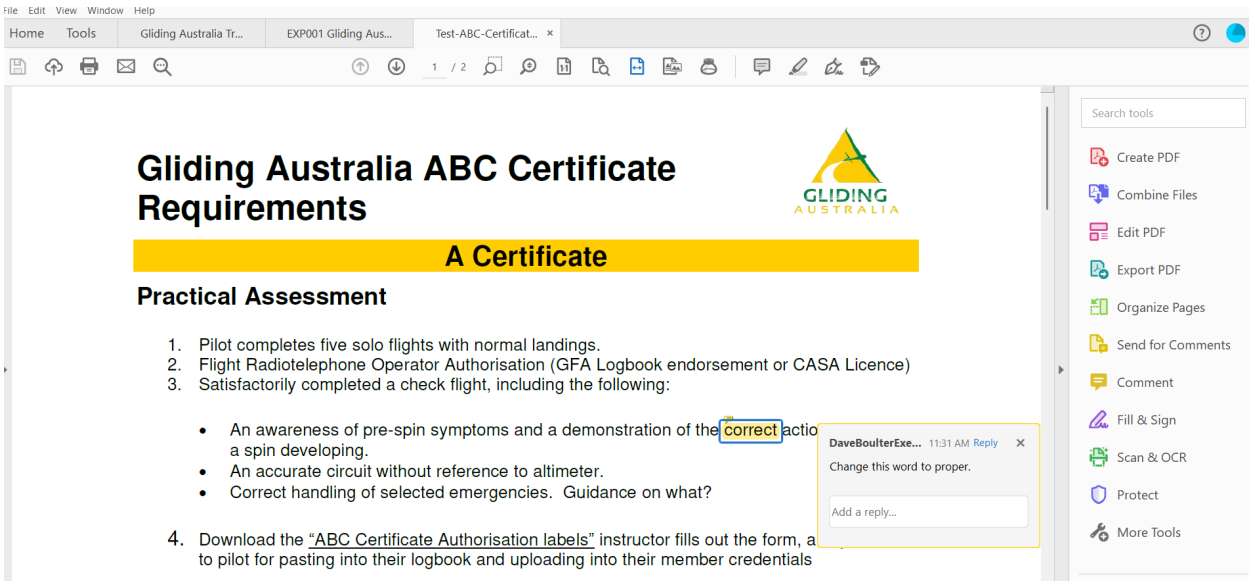

Figure 7: Highlighting text and adding comments in Adobe PDF

Adobe PDF Pro allows an editor to send to multiple viewers and keep track of who has reviewed as well as changes. This method guarantees the reviewers cannot edit the document and introduce unintended style changes.

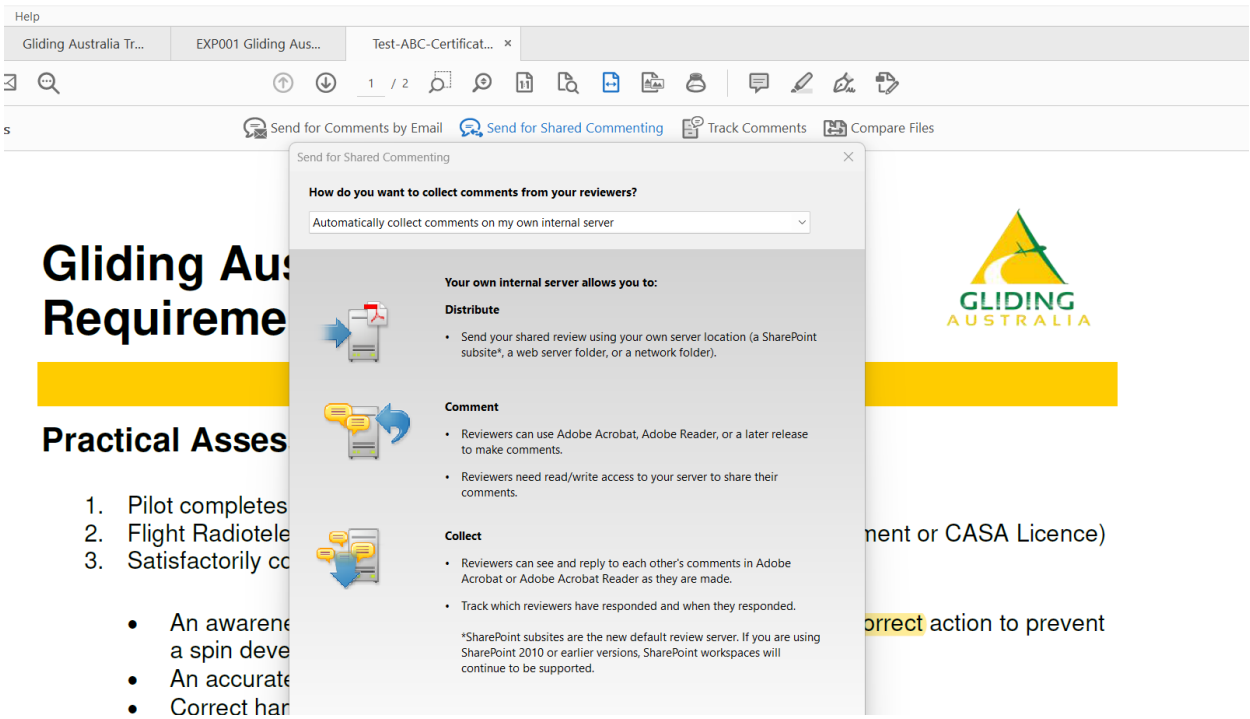

Figure 8: Configure Send for Comments in Adobe PDF Pro

10 Denoting change in documents

MSWord does not have a good way of denoting changed part of a document. GAus has decided on the following method for denoting change in released documents.

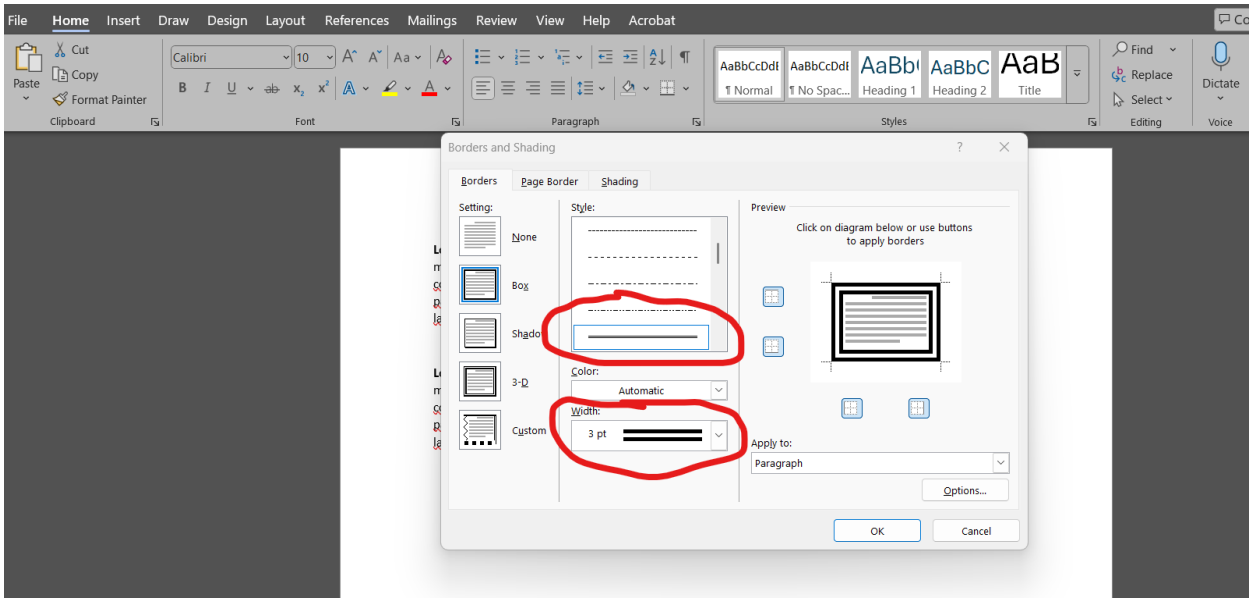

Figure 9: setup MS Word to denote changed areas in a document

You can denote a change as below by selecting the text to denote, then click on the left hand cell marker within the Paragraph block of MS Word.

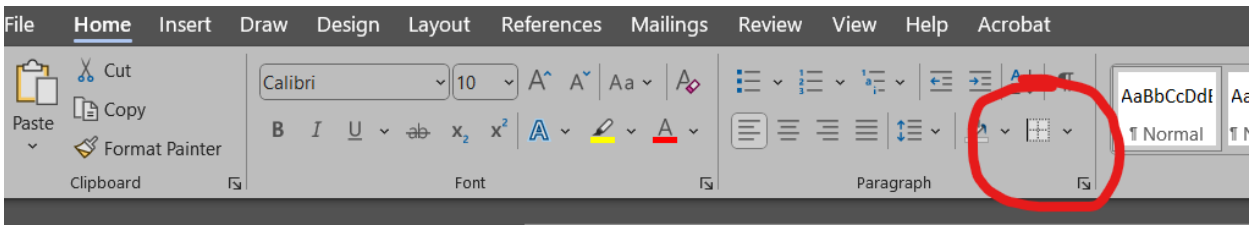

Figure 10: selection of the left-hand border

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Figure 10: vertical double lines denoting changed text

The vertical double lines clearly denote the changed area. The only downside in doing this is if a table has been changed the LH border of the table will be two double lines of the style as above.