# NMIT QMS - CONTROLLED DOCUMENTS PROCEDURE

## MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

| Section | Executive | | |
|---|---|---|---|
| Approval Date | 24.02.2026 | Sponsor | Director Academic and Teaching |
| Next Review | 01.01.2029 | Approved by | SLT |

## NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

| Version | Effective Date | Created/ Reviewed by | Reason for review / comment |
|---|---|---|---|
| 1 | 01.01.2026 | Transition Lead | New |

## Mō wai me te whānuitanga | Audience and scope

This procedure applies to:

a)  All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy); and

b)  All governors of NMIT including members and advisors of NMIT Council and governance committees or boards (collectively referred to as governors in this policy).

c)  All aspects of NMIT operations, essential business services and functions

d)  All campuses and facilities from which NMIT operates

This procedure forms part of NMIT's Quality Management System (QMS) and applies to all NMIT policies and procedures (and any appendices) that collectively form our documented QMS and are held as Controlled Documents on NMIT's intranet and made available to stakeholders on NMIT's website.

Forms, templates and guidelines are documents available to NMIT staff only on the NMIT intranet as master documents and are not subject to approval or version control in the same way as the policies and procedures. Generally, however, they are reviewed at the same time as the policy or procedure to which they relate.

## Te Pūtaki | Purpose

NMIT's Quality Management System (QMS) is the formalised system that documents and controls policies, procedures and frameworks that enable NMIT to achieve quality outcomes and meet our statutory and regulatory outcomes.

The purpose of this Procedure is to:

•  provide guidance for managing the system that documents the NMIT policies, procedures and processes that make up our internal regulatory framework, and

•  ensure the integrity of document control for the framework.

# Ngā Mātāpono | Principles

NMIT accurately documents and manages the policies, systems and procedures that make up the QMS to:

- Maintain a current, cohesive, robust quality management system that guides our ways of working
- Establish and communicate the expectations and obligations of the Institute, its students and other stakeholders, and monitor performance against them
- Gain the confidence of statutory and regulatory bodies, and both internal and external stakeholders
- Give effect to the values that guide our behaviour as an organisation and establish a foundation for our guiding documents and ways of working.
- Give effect to our commitment to removing barriers for under-served and marginalised individuals and groups by being transparent, open, consultative and reflective.

# Ngā Hātepe | Procedure

## QMS CONTROLLED DOCUMENTS WORKSPACE

NMIT policies and procedures are maintained as Controlled Documents in a managed SharePoint Document Library, under the following section headings:

- Academic and Teaching
- Executive
- Finance
- Health and Safety
- Learner
- People and Culture
- Quality

Supporting documents, such as forms, templates and guidelines, are not controlled documents but are retained in a separate SharePoint Document Library as master copies, and made available for staff use. They are subject to review alongside the relevant policies and procedures.

## QMS CONTROLLED DOCUMENT TEMPLATES

Controlled documents are developed using the approved policy and procedure templates to ensure the following information is applied consistently:

- Mokamoka Whakaaetanga | Approval Details
- Ngā Whakatikatika | Amendment History
- Mō wai me te Whānuitanga | Audience and scope
- Te Pūtaki | Purpose
- Ngā Mātāpono | Principles
- Kaupapa Here | Policy Statements
- Pūrongo me te Whakapūmau | Reporting and Assurance
- Ngā Haepapa | Responsibilities
- Ngā Tikanga | Definitions
- Ngā Hononga ki Tuhinga kē | Links to other documents
    - Ngā Kaupapa-Here e Hangai Ana | Related Policies
    - Ngā Tukanga me Ngā Hātepe | Related Processes, Procedures
    - Ture Whai Take | Relevant legislation
    - Ngā Tapiritanga | Appendices

## VERSION CONTROL

Version Control is achieved by recording Approval Details and Amendment History on each controlled document and reflected in document metadata.

Review dates and information pertinent to the review of a policy or procedure are recorded, monitored and managed via the SharePoint Document Library, and reported regularly.

## DOCUMENT DEVELOPMENT AND REVIEW

The procedures, roles, responsibilities and timeframes for developing, reviewing, implementing, approving and withdrawing Controlled Documents is as detailed in **NMIT QMS Document Development Framework**.

## ACCESS TO CONTROLLED DOCUMENTS

All NMIT staff and Council members may access the approved versions of Controlled Documents via the NMIT intranet or directly from the NMIT website where they are hosted.

Students and external stakeholders can access the approved versions of Controlled Documents via the NMIT website.

## RECORDS MANAGEMENT

All policies and procedures that form part of the QMS are subject to records management practices that fulfill institutional, regulatory and legislative requirements.

# Ngā Haepapa | Responsibilities

| Role | Responsibilities |
|------|------------------|
| Senior Leadership Team (SLT) | Responsible for overall management of NMIT Quality Management System and relevant policy and procedures<br><br>Maintain and manage NMIT's QMS, and the Controlled Documents and library in accordance with this policy and the NMIT QMS Controlled Documents Procedure.<br><br>Coordinate the development, approval, implementation and review cycle in accordance with the NMIT QMS – Document Development Framework.<br><br>Approve management policies in accordance with the **NMIT Document Development Framework** and **NMIT QMS Controlled Documents Procedure**. |
| Kaimahi with designated authority | Develop and maintain NMIT's QMS, and the Controlled Documents workspace and library; manage metadata for every document.<br><br>Interpret and maintain an overview of the external legislative requirements that influence the quality of NMIT's services.<br><br>Ensure these requirements and the Institute's business rules are accurately documented in policies and procedures that are coherent, fit for purpose and integrated into a complete quality system.<br><br>Facilitate the development of templates, process maps, charts, visual overviews and other documents to support implementation of policy and procedure, as required.<br><br>Facilitate and manage kaimahi access to policies, procedures and other documents.<br><br>Make current documents available to external stakeholders via the NMIT website. |

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| | Monitor and coordinate policy reviews in consultation with document Sponsors and Leads |
| | Provide guidance on all aspects of working with QMS Controlled Documents, the **Policies and Procedures Sharepoint** workspace, and document development processes. |
| | Regularly communicate policy updates to NMIT staff. |
| | Manage, retain and dispose of records in accordance with the Public Records Act 2005. |
| Document Sponsor (Owner) | Owner; usually a senior manager or member of the Senior leadership Team (SLT). |
| | Lead the establishment, review, recommendation, endorsement and approval or withdrawal of policies and procedures under their responsibility, within the agreed review cycle, and in accordance with the QMS Document Development Framework. |
| Document Lead (SME) | Coordinate the review process for controlled documents assigned to them; establish and liaise with the Sponsor and Contributors. |

## Ngā Tikanga | Definitions

| Term | Definition |
|---|---|
| Documented information | Overarching term for documentation, including 'controlled document', 'records', 'documented procedures' [*def*; ISO 9001:2015]. |
| Metadata | Data describing the context, content and structure of records and their management through time (ISO 15489). |
| Quality | The performance or standard of a product or service compared with previous expectations, as judged by a stakeholder. |
| Quality Management System (QMS) | The formalised system that documents policy, procedures, processes, and responsibilities for achieving the consistent quality outputs which occur within NMIT to enable agreed student and stakeholder expectations to be met.  The full NMIT QMS includes:<br><br>• NMIT QMS – Quality Management System Policy<br>• NMIT QMS – Controlled Documents Procedure<br>• NMIT QMS – Document Development Framework<br>• NMIT Academic Regulations<br>• All policies, procedures and frameworks approved by the NMIT Council, Chief Executive Officer, or Senior Leadership Team (SLT) |

## Ngā Hononga ki Tuhinga kē | Links to other documents

### NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT QMS Quality Management System Policy
NMIT Information and Records Management Policy
NMIT Te Tiriti o Waitangi Partnership

### NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT QMS Document Development Framework

### TURE WHAI TAKE | RELEVANT LEGISLATION

Public Records Act 2005
Education and Training Act 2020

### NGĀ TAPIRITANGA | APPENDICES