



There are two ways to add Work Instructions, and Polices & Procedures. files to the Documentation folder:

### A. Forms LOCK

1. When you **LOCK Forms** with template type “Work Instruction/Policies etc” they will be automatically be pushed through to this folder.

**A specific workflow is required before locking these Forms – read the following article before proceeding:**  
[Forms used for Documentation Only.](#)

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ADD NEW

Docu...	V...	Title	Description	Review Date	
P01	1	WORK HEALTH & SAFETY POLICY	WORK HEALTH & SAFETY POLICY	20/10/2021	
P02	2	Quality Policy	Quality Policy	30/10/2021	
P04	2	COMPANY MOTOR VEHICLE POLICY	COMPANY MOTOR VEHICLE POLICY	31/01/2021	

### B. Manually

To manually add PDF versions of Work Instructions, Policies& Procedures to your documentation:  
 From Documentation/Work Instructions-Policies-Procedures click **+ADD NEW**

1. Type in a Document ID
2. Type in a Title
3. Select a **Review Date**.
4. If required complete the Description – this field is optional.
5. To upload a document click **+ADD FILE**
6. The Last Modified & Version No will populate when you click Save.  
They will automatically update when a new copy is uploaded
7. Change or add the title and description fields as required.
8. Click **SAVE**
9. Under **Actions** you can upload, download or delete documents.

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SAVE DELETE BACK

Document ID **1**  Title **2**  **3** Review Date

Description  **4**

Documents

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ADD FILE

	Last Modified Time	Version No.	Title	Description	
	19/01/2021 13:45 <b>6</b>	1	<input type="text" value="P09"/> <b>7</b>	<input type="text" value="FATIGUE MANAGEMENT POLICY"/> <b>9</b>	

### NOTE:

- Theses can now be sent out for staff to read and sign off in the:  
[Registers/Document Distribution/ Work Instruction / Work Policy Register](#)
- After the first entry is created in Document Distribution when new versions are created in the Documentation folder, using either of the above methods, then a new entry will automatically be created in the distribution registers.