Document Approval Process: Approval Authority Instructions

1. As the Approval Authority for a compliance document, you will receive an email requesting your review of proposed changes when a major revision of the document has taken place. The **track changes** function will have been used, so it should be easy to spot proposed changes.

2. If you are happy with the proposed changes, and make <u>no amendments</u> simply save the document after opening. If you have any questions or any

confirm that the document is now live and available on the UCPL web pages.

4. The Contact Officer will notify the relevant web administrator/s and stakeholders as appropriate that the document has been updated so that they can amend any information displayed on the web pages they are responsible for to align with the reviewed document.

Useful Notes

1. Information on **how to search the UC Policy Library** can be obtained directly from ucpolicy@canterbury.ac.nz or from the UC Policy Library site: https://www.canterbury.ac.nz/about/governance/ucpolicy/.

2. If you want to **work on a document using a Mac, a tablet, a laptop or**

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