



## DQ Basic Document Template

<b>DQ Status</b>	<b>Draft Policy / Standard / Guideline / Information / BBC Policy</b>		
<b>DQ Content Authority</b>	DQM Lynda Carter		
<b>Supplier Authoriser</b>	Optional		
<b>Contact(s) for Help</b>	DQ Team		
<b>Description</b>			
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<b>Who reviewed</b>	Name(s), group or refer to a list in the appendix		
<b>Key Words</b>	DQ; Quality Assurance		

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## Appendix A - Document History

Date	Version	Changes / Comments	Author
14/03/05	00.01 (draft)		

{Notes to be deleted:

- The history should be in reverse order - i.e the most recent at the top.
- Dates of all reviews should be included in the history e.g.

21/08/02	Review	Document reviewed by RPB and F Green. No changes required	R Preston-Bell
03/02/02	02.00	Issued	R Preston-Bell
07/12/01	01.01 (draft)	Changes done by DA	F Green
16/11/01	Review	Document reviewed by RPB and F Green. Requires updates by DA and review by wider group.	R Preston-Bell
01/08/00	01.00	Issued	L.A. Carter
23/07/00	.....		

- History older than two years can be removed and a reference made to older versions of the document e.g.

21/08/02	Review	Document reviewed by RPB and F Green. No changes required	R Preston-Bell
03/02/02	02.00	Issued	R Preston-Bell
07/12/01	01.01 (draft)	Changes done by DA	F Green
16/11/01	Review	Document reviewed by RPB and F Green. Requires updates by DA and review by wider group.	R Preston-Bell
Before 16/11/01		All history information before this date has been archived. If you require this information please contact the DQ Team.	

