**Version control template**

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| --- | --- |
| **Date of Creation:** |  |
| **Owner (Service):** | [Insert Post title (not individual name)] |
| **Reviewer Head of Service:** | [Insert Post Title (not individual name)] |
| **Approver Executive Director:** | [Insert Post Title (not individual name)] |
| **Date Approved:** |  |
| **Approver (Committee):** | Name of Committee |
| **Date Approved:** |  |
| **Next Review Date:** |  |

**Version History**

| **Version** | **Date** | **Author** | **Changes Made** | **Approved By** |
| --- | --- | --- | --- | --- |
| 1.0 | [Insert Date] | [Insert Author – service title] | Initial document | [Insert Name] |
| 1.1 | [Insert Date] | [Insert Author] | [Describe Changes] | [Insert Name] |
| 1.2 | [Insert Date] | [Insert Author] | [Describe Changes] | [Insert Name] |