



**THORNHILL**  
*Estate*

THORNHILL ESTATE  
DOCUMENT CONTROL SYSTEM

**MAS:005:B**

**THOA DOCUMENT CONTROL PROCEDURE**

Original Issue 'A'	Name	Signature	Date
Prepared:	Gov Committee	<i>ORIGINAL</i>	11/06/2014
Authorised for Issue: THOA Chairman:	Ian Boxall	Signed <i>I. Boxall</i>	05/09/2014

REV	DESCRIPTION	DATE	CONTENT APPROVED	AUTHORISED
B	General Update and revised the term Estate Manager	28-11-2016	THOA Board Meeting on 07/12/2016	S. Burrow 07/12/2016

# Thornhill Homeowners Association

9 Namur Avenue, Thornhill Estate, Modderfontein. 1644

Tel: 011 608 0835 Fax: 011 608 2832 Email: [admin@thoa.co.za](mailto:admin@thoa.co.za) Web: [www.thoa.co.za](http://www.thoa.co.za)



## THOA DOCUMENT CONTROL PROCEDURE

### 1 Introduction

- 1.1 The purpose of a document control system is to ensure that all documentation; such as, The THOA Rules, Regulation & Code of Conduct and its supporting Addenda, Management and Administration Procedures, Operating Procedures and Forms are correctly numbered and dated in order to ensure that only the latest authorised documents and forms are used when conducting business within Thornhill Estate.
- 1.2 The Governance Committee assists with the preparation of proposed THOA governance documents, with an eye to preventing mistakes, duplications and contradictions, and is responsible for the maintenance, updating and co-ordination of the THOA Documents.
- 1.3 The Document Control System shall be administered by the Operations Manager who shall ensure proper filing of all originally authorised documentation and provide copies of current documents to members and any relevant party on request.
- 1.4 This procedure does not cover any proposed changes to the THOA Constitution. Such changes must be put to members of the association for approval at an AGM or EGM.

### 2. Procedures

#### 2.1 New Document Procedures

- 2.1.1 The initiator shall initiate and obtain approval from the THOA Chairman on the need for such documentation and liaise with the Governance Committee on the format and nature of any new document and thereafter the initiator shall prepare the first draft of the document
- 2.1.2 The Governance Committee will then produce the final document in the prescribed format for approval by the Board of Trustees and authorisation by the Chairman.
- 2.1.3 The Operations Manager will be responsible for filing the signed document and issuing copies as required.

## 2.2 Revision and Amendment of Existing Documentation

As circumstances change from time to time, THOA documentation may need to be amended or completely revised to suit current needs of the members and/or THOA management and Trustees. In such case the following shall apply:

- 2.2.1 The person motivation the amendment and/or revision shall work through the Operations Manager who shall obtain a protected copy of the original document from the Governance Committee and save a copy from which all changes will be tracked.
- 2.2.2 Any proposed changes shall be made on the protected copy in accordance with this procedure.
- 2.2.3 The changed document shall be sent to the Governance Committee who will produce the final document in the prescribed format for approval by the Board of Trustees and authorisation by the Chairman.
- 2.2.4 The Operations Manager will be responsible for filing the signed document and issuing copies as required.
- 2.2.5 All superseded documents shall be properly archived by the Operations Manager for possible future reference