

SUBJECT:	MEMBERSHIP DEPARTMENT DOCUMENT CONTROL				
DOCUMENT NUMBER:	MEM/01				
PREPARED BY:	C.R.WHETNALL				
EFFECTIVE:	28th July 2011	Issue No.	2	Rev. No.	6
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1. SCOPE

- 1.1.** All internal documents essential to the function of the Membership Department are subject to strict control. This procedure details the measures taken to ensure that those documents are current and properly controlled.
- 1.2.** This Manual describes the requirements for IAgRE to maintain procedures in order to maintain status as an Engineering Council Licensed Member and as a Constituent Body of the Society for the Environment. It also covers guidance and procedures relating to the IAgRE administered LTA (Landbased Technician Accreditation) scheme administered on behalf of industry by IAgRE..
- 1.3.** It includes instructions and guidance for the volunteers who assist in the execution of this process. This on-line manual replaces Volume 1 (Procedures) of the original paper based IAgRE Membership Manual.
- 1.4.** This Manual is reviewed, at least annually, by IAgRE. It is available on the IAgRE website in the protected area marked "For Membership Committee Members Only." It may also be made available in hard copy and on CD. The web based document is the "controlled" document for audit purposes.

2. RESPONSIBILITIES

- 2.1.** Authorisation for issue of Membership Department documents: Institution Secretary
- 2.2.** Distribution and control: Assistant Secretary
- 2.3.** Retention of superseded documents : Assistant Secretary (Superseded documents are kept on file for a minimum of three years)
- 2.4.** Control of documents essential to the operation of the Membership Department: Assistant Secretary
- 2.5.** Pre-use status check: The User

3. PROCEDURE:

- 3.1.** Each web-based document should indicate the author and that it has been approved by the Membership Committee and should bear an issue number and date of issue. Current status is recorded on the index of documents in use. This will be updated whenever a change is made to a document.
- 3.2.** Non-current documents are to be held on file (electronic or paper).
- 3.3.** Documents essential to the operation of the Membership Department are available on the IAgRE website www.iagre.org for Membership Committee use only.

- 3.4. EC^{UK} documents relevant to the operation of the Membership Department are included in the “**Index of Documents in Use**” (MEM/02 Part 2 Annexures – Documents for Reference - Institution and Engineering Council). These documents will be given a **MEM** number and will be filed with the “**Masters File**” in the Assistant Secretary’s Office.
- 3.5. Documentation relevant to the Society for the Environment is also included in the “**Index of Documents in Use**” (MEM/02 Part 3 Annexures – Documents for Reference - Society For The Environment)

4. RECORDS

- 4.1. Substantial changes to the operating procedures are communicated, by the Membership Secretary, following consultation or Internal Audit, via the IAgRE website and individually, via email, to all Members of the Membership Committee and any Assessors not on the MC.
- 4.2. Where changes to the web based document set are made, details of the changes will be sent using the “Notification Advice of Revision of Membership Department Documents Subject to Control” (see Appendix 2). This document should be acknowledged as having been received and read only by those without web access.

Details of these acknowledgements will be entered on the recording form (Appendix 1.) and the sheet filed with the Form listing the documents issued.

IAgrE
Mem/01 Appendix 2

**NOTIFICATION ADVICE OF REVISION OF
MEMBERSHIP DEPARTMENT DOCUMENTS
SUBJECT TO CONTROL**

Date:

Please be advised that the following Membership Department Documents have been updated and the new version placed on the IAgrE QA Website.

MEM/	ISSUE	REVISION	DATED
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**IN ORDER TO MAINTAIN IAgrE'S LICENCES FROM THE SOCIETY FOR
THE ENVIRONMENT AND ENGINEERING COUNCIL^{UK}, THOSE RECIPIENTS
OF THIS ADVICE, WITHOUT WEB ACCESS, SHOULD ACKNOWLEDGE
RECEIPT TO:**

The Membership Secretary
IAgrE
The Bullock Building
University Way
Cranfield
Bedford
MK43 0GH

Mem 44 Appendix 1	Issue 2	1 st March 2007
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IAGrE REVISION & PERIODIC REVIEW LOG	
Document Number:	MEM 01
Subject:	MEMBERSHIP DEPARTMENT DOCUMENT CONTROL

➤ See IAGrE Quality Control Co-ordinator for original revision and review signatures <

Major changes mean a new **Issue**. Minor changes a **Revision**.

REVISION TABLE			
Issue	Rev	Description	Date
2		To reflect new web based document	1 st April 2004
2	1	Incorporates changes resulting from Audit NCR – (N.B. Mem 2 no longer controlled) Paras 4.1. & 4.3 combined and 4.2 removed. Para 5 deleted.	21 st July 2004
2	2	Incorporates changes resulting from Audit NCR.To remove need for those with web access to acknowledge receipt of updates	29 th June 2005
2	3	Incorporates changes resulting from Audit NCR plus COA.	1 st March 2007
2	4	Appendix 1 should be blank in procedure, live file kept by MS	21 st August 2007
2	5	Minor changes related to reference to LTA	17/08/10
2	6	Changed wording in 2.3 & 4.1	28 th July 2011

PERIODIC REVIEW TABLE		Document Review Frequency
Complete this table to record the completion of periodic reviews for an existing controlled document. A successful periodic review will reveal the existing document is current, correct, and does not require any revision/change.		1 year
Date:	Reviewed By:	Reviewed By:
29/06/05	Internal Audit Team	Internal Audit Team
20/07/06	Internal Audit Team	Internal Audit Team
16/08/07	Internal Audit Team	Internal Audit Team
14/08/08	Internal Audit Team	Internal Audit Team
16/07/09	Internal Audit Team	Internal Audit Team
11/08/10	Internal Audit Team	Internal Audit Team
21/07/11	Internal Audit Team	Internal Audit Team