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SECTION 1 - INTRODUCTION

PURPOSE
To ensure that important documents and records pertaining to the Swinburne MRI facility are current, valid, secure, and accessible to appropriate personnel.

SCOPE
Document control will be applied to the following records:
- All Unit Rules / Work Instructions for the MRI facility listed in MRI-00
- MRI facility maintenance records

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>MRI</td>
<td>Magnetic Resonance Imaging</td>
</tr>
<tr>
<td>MRI Principal</td>
<td>Executive manager of the SUT MRI facility.</td>
</tr>
<tr>
<td>Participant</td>
<td>Any person who is scanned in the SUT MR scanner</td>
</tr>
<tr>
<td>SUT</td>
<td>Swinburne University of Technology</td>
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CONTEXT

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
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</table>
# SECTION 2 - DOCUMENT CONTROL PROCEDURES

## 1.1 Who is responsible for document control?

The B PsyC radiographer is responsible for managing and maintaining document control within the MRI facility.

## 1.2 Storage locations of records

### 1.2.1 Electronic

Wherever practical, controlled records will be stored electronically.

- Controlled files shall be located on a designated folder for the MRI facility on the G: drive.
- This folder will be backed up and secured by ITS services.
- The contents of this folder may only be modified by the B PsyC radiographer and the MRI Principal.
- An up to date copy of all MRI management documents (as listed in MRI-00) shall be provided to the Swinburne administration officer for research ethics.

### 1.2.2 Hard copy

- Up to date hard copy of the MRI facility rules and procedures (as listed in MRI-00) will be kept in folders at the following locations:
  1. MRI console room
  2. At the reception desk for the ATC building
  3. Laboratory manager FLSS

- Controlled records stored as hard copy (e.g. written maintenance records) will be maintained in a locked filing cabinet in the MRI control room.
- An up to date hard copy of the documents listed in MRI-00 will be maintained in a folder inside the MRI control room.

## 1.3 Recording documents

Revisions and additions to Unit Rules and Work Instructions shall be recorded in MRI-00.

## 1.4 Version control of documents listed in MRI-00

Version control is used to provide documents with unique identification, including subsequent versions of a document. The version number of a document changes as it is revised allowing released versions to be readily discernable from draft versions.

A version number, starting at “1” and increasing by one for each release, will be used to identify the documents listed in MRI-00. The version number appears in the footer of each page. The version number of released documents begin with an “R” and for draft documents begin with a “d”, as outlined below:

- The version number for the very first draft is d1A
- Subsequent drafts are numbered d1B, d1C, d1D, etc
- The first released version is numbered R1
- Subsequent draft changes to release 1 are numbered d2A, d2B, d2C, etc
- The second released version is numbered R2
Earlier versions of a released document should be moved to an archive directory.

### 1.5 Distribution of controlled Documents

The BPsyC radiographer and the MRI Principal shall be the sole distributors of released versions of controlled documents.

### 1.6 Review of all documents listed in MRI-00

All documents listed in MRI-00 shall be reviewed by the review date indicated in the Governance section.

All changes to any of these documents will be subject to review by the BPsyC neuroimaging committee and the Swinburne Biosafety Committee.

### 1.7 Confidentiality of participant records

All participant records, including consent forms and MR scan images shall be maintained in a secure manner which will ensure confidentiality of these records.

All persons involved in the acquisition of participant data shall respect the confidentiality of this information.

### SECTION 3 - RELATED MATERIAL

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Document Type</th>
</tr>
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<tbody>
<tr>
<td>MRI-00</td>
<td>List of unit rules and work instructions</td>
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### SECTION 4 - GOVERNANCE

**RESPONSIBILITY**

<table>
<thead>
<tr>
<th>Owner</th>
<th>BPsyC radiographer</th>
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<td>Next review date</td>
<td>10th Feb 2012</td>
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**VERSION CONTROL AND CHANGE HISTORY**

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Approval Date</th>
<th>Approved by</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>R1</td>
<td>27/6/2011</td>
<td>Susan Rossell (MRI Principal)</td>
<td>First released version prepared by Vitas Anderson, Angela McKellar &amp; Susan Rossell</td>
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