CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

Subject: **ORGANIZATON AND NUMBERING OF DOCUMENTS AND FORMS**	Policy Number: 1.9 . . **Page 1 of 2**
	Date Adopted: 7-27-2020

PURPOSE

All documents and forms created by the CPAD District shall be maintained in electronic files with an index. These files shall be maintained in a central computer file with routine backup. The documents and index shall be updated on an ongoing basis whenever a new or updated document is approved.

If a reference document is not available as a computer file it may be scanned or a single hard copy maintained in the airport office with a scanned cover or equivalent information provided in the computer file indicating the location of the hard copy.

Documents are to be clearly identified as DRAFT, NOT BOARD APPROVED, as applicable and not filed in the system until properly reviewed and approved by the CPAD Board with the approval date indicated on the document.

Documents shall be created using the approved document template. Forms shall include the form title, ID number and approval date in the heading area.

ORGANIZATION

Documents shall be organized into four primary categories. 1. CPAD District Procedures and Policies, 2. CPAD Airport Operational and Maintenance Procedures and Policies, 3. Reference and 4. Maps and Drawings.

Each category shall include an index numbered as follows:

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DOCUMENTS

W.X.Y.Z RA

W.   First digit shall indicate which of the four major categories the document resides

X.   Second digit shall identify the main document title

Y.   Third digit shall be for major headings within the document

Z.   Fourth digit shall be for subheadings within the major headings of the document

RA   Updated documents shall have a revision number at the end of their document ID.

FORMS

Forms shall be numbered the same as the applicable document section but preceded by a capital F and followed by a – (dash) number in case of multiple forms for a particular section.

F X.Y.Z-1, F X.Y.Z-2 etc. The ID number shall be included in the heading of the form along with a title and Board approval date.

REFERENCE

The reference index shall include the given name, issue date, and author of the document and be sorted in the reference index by applicable main document headings.

MAPS and DRAWINGS

The index shall include the provided map or drawing identification and the stored location. If a map or drawing is created by the District; they shall be numbered the same as the applicable document section but preceded by a capital D or M and followed by a – (dash) number in case of multiple forms for a particular section. The ID number and stored location identifier shall be included in the heading of the map or drawing along with a title.

Example: M X.Y.Z-1 (map -1),   D X.Y.Z-3 (drawing -3)