

## **IALA DOCUMENT QUALITY ASSURANCE PROCESS**

(for use by Committees and the development of documents at a workshop)

### **1 INTRODUCTION**

IALA gathers information, processes and develops this information so that it can be shared with IALA Members and other interested parties to support the aim of IALA for harmonization of marine AtoN for safety, protection of the environment and efficient movement of vessels. Through a quality management approach to IALA documentation it is possible to meet the needs of IALA members; responding to the aim of safe, economic and efficient movement of vessels and harmonisation of marine aids to navigation. It is imperative, therefore, that the documentation issued is produced and maintained to the highest possible standard, providing credible and valid information.

### **2 IALA DOCUMENT HIERARCHY**

#### **2.1.1 IALA Manuals**

These documents provide members, non-members and training institutions with an overall view of a large subject area – for example the NAVGUIDE and the IALA VTS Manual. While introducing the subject to a varied audience, reference to IALA Guidelines and IALA Recommendations, as well as other related international documentation, is made.

#### **2.1.2 IALA Recommendations**

These documents represent the highest level of IALA documentation (would relate to a 'standard' in an intergovernmental organization). Recommendations provide direction to IALA members on uniform procedures and processes that will facilitate IALA objectives. Recommendations contain information on how the members should plan, operate and manage Aids to Navigation. Recommendations may reference relevant international standards and IALA Guidelines

#### **2.1.3 IALA Guidelines**

These documents provide detailed, in-depth information on an aspect of a specific subject, indicating options, best practices and suggestions for implementation. IALA Guidelines relate to planning, operations and managing of Aids to Navigation.

### **3 IALA DOCUMENTATION QUALITY ASSURANCE (QA) PROCESS**

The IALA Documentation QA Process must allow for the timely production of quality documents. The IALA documentation hierarchy provides a basis for further development within the documentation process. Templates for IALA Recommendations, IALA Guidelines and other regularly used documents have been developed and are provided to Committee members when commencing work / reviewing existing IALA documents. The templates are regularly updated.

#### **3.1.1 Quality Control Areas**

Within the IALA document quality control process two areas for review can be identified:

- 1 Content (requiring expert review);
- 2 Presentation (requiring editorial / format review to ensure common, professional presentation).

For quality control, the development process must be clearly identified with quality assessment built into it at all levels.

## **3.2 Governing Principles**

The IALA Council requires that the information provided to members responds to the following governing principles.

### **3.2.1 Usability**

The system should be as intuitive as possible, including all IALA documents while maintaining the existing numbering scheme for IALA Recommendations.

### **3.2.2 Visibility**

Presentation of documents should present a 'common look and feel', providing a visual indication that it is an IALA document, as well as a visual clue as to the type of IALA document.

### **3.2.3 Validity**

The date of issue and, when relevant, the date of amendment should be clearly visible to enable readers to check that they have the most up-to-date information available. A list of current publications, with their state of amendment, is available on the IALA website.

### **3.2.4 Integrity**

All documents should include the page number in the footer in the format 'Page X of Y' to ensure that readers can identify whether any pages are missing from their copy.

### **3.2.5 Availability**

Documentation related to the safety of navigation should be provided to all who have need of the information – i.e. available, in electronic form, at no charge for download from the IALA web site.

## **4 DVEOPMENT OF IALA DOCUMENTS**

In all cases, IALA documents shall conform to the IALA templates, issued by the IALA Secretariat and made available on the FTP server.

### **4.1 Committee documents**

Committees may develop documents, within a Working Group, over a number of Committee meetings and the development may involve inter-sessional work. At this stage, it should be the case that the best experts in the field are working on the document.

#### **4.1.1 Document drafting**

Documents may be created by one or more IALA Committees. The QA process for these documents involves the following:

- The Committee Chairman / Vice-Chair involved throughout the development process;
- The Secretariat is involved throughout the development process for format and editorial review;
- Once approved by the drafting Committee(s), documents proceed via the IALA Secretariat to the IALA Council for final review and approval;
- When approved by the IALA Council, documents are returned to the IALA Secretariat for publication and posting on the IALA Website;
- The IALA Membership is notified of approved documents.

#### **4.1.2 Initial Review**

The review of a document begins with peer review within the group producing it. This may extend to the whole Committee if, as the document develops, it is input to successive meetings. In this case, Committee members representing national administrations are expected to ensure that they

are keeping their national experts informed of the document's contents. For documents returning to successive meetings, the IALA Secretariat will monitor conformity to the relevant IALA template.

#### 4.1.3 Inter-Committee Liaison

The majority of documents produced by IALA Committees can be expected to be of interest to the other Committees. Thus, once sufficiently well formed, a draft of a document should be circulated to relevant Committees, seeking comment.

#### 4.1.4 Committee Review

The finalised draft document is reviewed in a plenary session of the Committee responsible for the production of the document. A document may be delayed at this point, if Committee members need to consult experts in their national administrations.

If unanimous approval cannot be gained and depending on the issues involved, the Committee Chairperson may judge that further work is required or may approve the submission of the document to the IALA Council, with a recommendation which includes the objections made.

#### 4.1.5 Editorial review

The output of IALA documentation is reviewed by the IALA Secretariat for formatting and presentation.

#### 4.1.6 Final approval

Unless dispensation has already been obtained, once finalised, the document must be submitted to the IALA Council, with a view to its approval.

### 4.2 Workshop documents

#### 4.2.1 Document drafting

As identified in the IALA Guidelines for the Preparation of a Workshop or Seminar, a Workshop is a special meeting convened for:

- The purpose of making maximum use of the technical expertise of participants to further the work of the Association on a specified subject or topic; or,
- To enable skills and comprehension of new techniques to be learned by detailed lectures combined with simulation or similar 'hands on' methods.

The output from an IALA workshop is usually in the form of a specific Recommendation and / or Guideline.

The Workshop process provides a forum for optimum exchange of expert opinion on a specific topic. Through the workshop process IALA documentation is created and/or amended to reflect the most recent developments in a specific field of study.

The process necessitates a maximum of effort in a short time period. It is expected that the output may require revision and formatting before it is of a quality to be presented to the IALA Council for approval and then to the IALA website for distribution.

In order to ensure the governing principles are adhered to, the following post workshop quality assurance, five step, process should be used.

##### 4.2.1.1 Initial Review

Output for IALA documentation is reviewed by the IALA Secretariat for formatting and presentation.

##### 4.2.1.2 Participant Review

The resulting document is sent to all Workshop Participants for electronic review. This review will be done using a silent approval process.

The IALA Secretariat takes note of all comments received and identifies these comments as 'Editorial'; 'Clarification'; 'Technical' and amends the document to reflect editorial comments.

#### 4.2.1.3 Technical review

The revised document, along with the comments table, is sent for review by a Technical Committee, comprising the Workshop Steering Committee and the Working Group Chairs of the Committee(s) involved in the drafting process.

If a situation occurs where there is a point of consequence that cannot be resolved within the Technical Committee, the document will be identified for further work, either through a subsequent workshop or by an IALA Committee.

#### 4.2.1.4 Committee review

Unless the workshop delegates have been such specialists that the relevant IALA Committee cannot provide adequate peer review, the document should be reviewed and approved by that Committee.

#### 4.2.1.5 Council review and approval

The finalised document is submitted to the IALA Council, with a view to its approval.

### **4.3 Document Periodic Review and Revision**

#### 4.3.1 Document Review

IALA documents should be reviewed periodically to ensure that they remain relevant and up-to-date. The review can occur as required, but should occur at a maximum interval of 5 years (the 4 year work programme, plus 1 year's grace time).

Documents should indicate the date when they were initially approved by Council (brought into force) as well as the date of the last review/revision. Revisions of documents should be indicated by the words "Edition #" on the cover page immediately before the date of the adoption of the revised version by the Council.

#### 4.3.2 Document Revision

When a Recommendation or Guideline is updated, the Document Revision page is to be completed, giving the date of the update, a brief description of the update and the reason for it.