



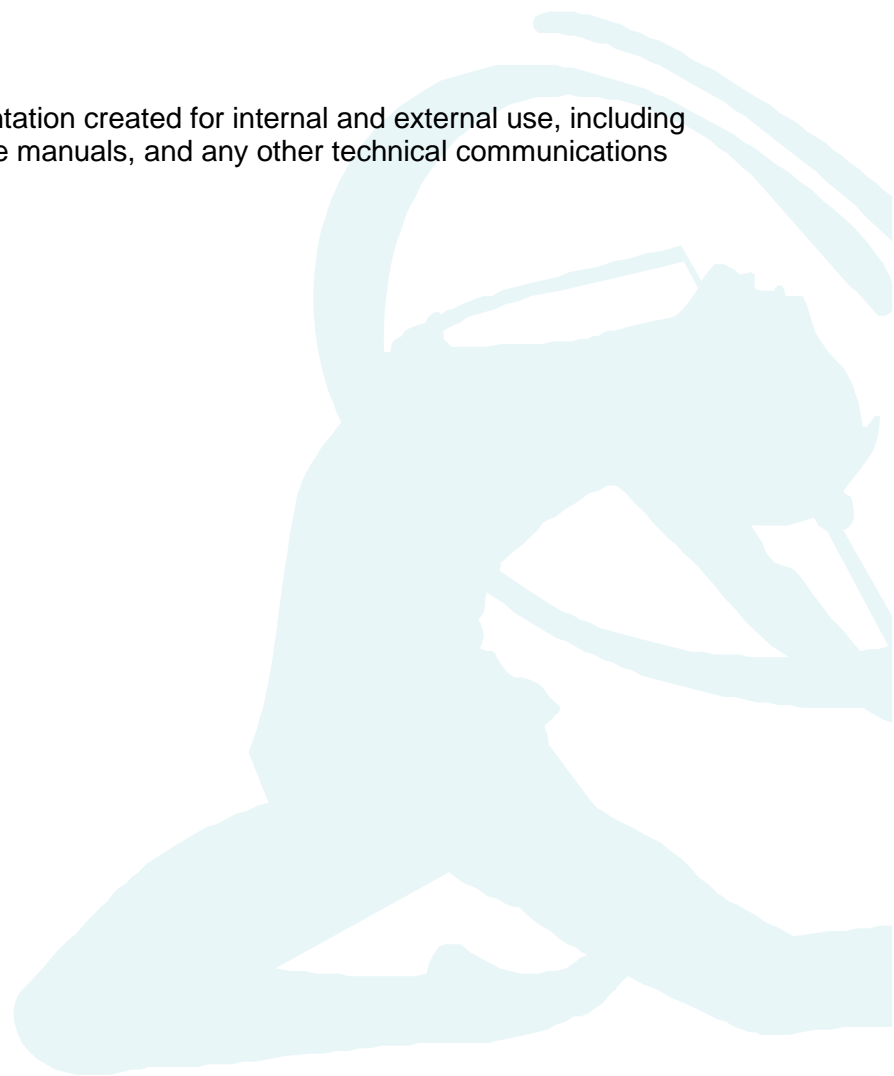
Bounce Fitness Policy for Publication and Distribution of Technical Documentation

Objective

To establish standard procedures for the publication and distribution of technical documentation at Bounce Fitness. This policy ensures that all documents are accurately prepared, consistently formatted, professionally presented, and maintained under strict version control.

Scope

This policy applies to all technical documentation created for internal and external use, including training manuals, user guides, maintenance manuals, and any other technical communications developed by Bounce Fitness staff.



Section 1: Preparation for Publication

Header Configuration:

- Each document must include the Bounce Fitness logo centred at the top of the header.
- Headers should also include the document title and the version number on the right side, aligned with the logo.

Footer Configuration:

- Footers must include the page number centred at the bottom.
- The left side of the footer should include the text "Confidential" to indicate the document's sensitivity.
- The right side of the footer should state "Bounce Fitness" followed by the current year, e.g., "Bounce Fitness 2024".

Section 2: Publication Process

Final Review and Approval:

- Before publication, all technical documents must undergo a final review by the designated department to ensure compliance with this policy.
- After approval, the designated personnel will sign off on the document, indicating it is ready for publication.

Document Naming and Saving Protocol:

- Documents ready for publication must be saved with the following naming convention: [Name of the Document]_For Publication.

For example, "Equipment Maintenance Manual_For Publication".

- This naming convention helps in distinguishing final, ready-to-publish documents from draft versions and other working documents.

Section 3: Distribution Process

Internal Distribution:

- Documents intended for internal use shall be distributed via the company's internal communication channels, such as the staff intranet or email.
- Ensure that all recipients are notified of new or updated documents through a formal announcement or inclusion in internal newsletters.

External Distribution:

- For documents intended for external release, such as user guides available to gym members, distribute them through the Bounce Fitness website and, where applicable, at facility reception areas.
- External documents must also be made available in digital format to ensure accessibility.

Section 4: Updating and Version Control:

Document Updates:

- Technical documents must be reviewed annually or upon significant changes to procedures or equipment, whichever comes first.
- The Documentation Manager is responsible for initiating reviews and coordinating updates to ensure that all technical documentation remains current and accurate.

Version Control:

- Maintain a version control log within each document and in a central documentation database to track changes, revisions, and updates.
- Previous versions should be archived for reference, with only the most current version made actively available for use.

Implementation:

This policy is effective immediately and must be adhered to by all Bounce Fitness staff involved in the creation, distribution, and management of technical documentation. Training on these procedures will be provided to ensure compliance and to maintain the high standards expected at Bounce Fitness.

This policy ensures that all technical documentation at Bounce Fitness is handled in a standardised, professional manner, supporting the organisation's commitment to quality and accuracy in all communications.