

**Author/Team:** \_\_\_\_\_

**Form/User Guide/Template:** \_\_\_\_\_

• **Checklist: Tracking progress of New Organisms Application Forms, User Guides and Templates**

Using the appropriate template and/or ERMA corporate style guide, newly created or revised application forms, user guides and templates must be put through the following approval procedures in the order listed.

		Person	Date	Notes
<b>1. Draft document prepared</b>				
	Secure/agree new publication number for the draft document with Public Awareness Group (PAG).			
	Create or revise the document.			<i>R: \DMNO\04\03\02 or 03\</i>
<b>2. Technical review</b>				
	Science Advisor review (if required).			
	Science Manager/Principal Scientist review.			
<b>3. Operational review</b>				
	Application Advisor review (if required)			
	Programme Manager review			
<b>4. Additional reviews</b>				
	Legal services review			
	Maori Affairs Unit review			
	Strategy and Analysis Group Review			
	Consultation with applicants and users ( <i>if deemed necessary by the Group Manager</i> )			
<b>5. Public Awareness Group Review</b>				
	Reviews draft for layout, function and formatting			
<b>6. Group Manager Sign-off</b>				
	Group Manager review and approval			
<b>7. Chief Executive approval</b>				
	Draft sent to CE			
	Document amended (as necessary)			
	CE approval			
	Document saved as final/master; hard copy filed			<i>R: \DMNO\04\03\02 or 03\</i> <i>Hard copy file ref:</i>
<b>8. Public Awareness Group /Website</b>				
	R:\ link of final document forwarded to Public Awareness Group			
	<i>PAG:</i>			
	Final check of layout and formatting ( <i>and arranges amendments with author as necessary</i> )			
	Saves approved electronic document to publications master folder			<i>Master file ref:</i>
	Inform all ERMA staff of approved document published on website			<i>Website link:</i>
	Informs all ERMA staff			
	Notifies stakeholders (where appropriate)			