

## Appendix X – Overview of revisions

Version 7 → 8 (Revision date 28 March 2023)

Document	Reason for revision version 7 to 8	Revision responsible
<b>Procedure 2: Receipt of task orders and alignment of expectations under the framework agreement</b>	3: Consequential correction after the abolition of time registration per 1 January 2023	IBK, TPL, USB
<b>Procedure 4: Project management</b>	Reference to PROMARK deleted as consequential correction after the abolition of time registration per 1 January 2023 Addition about instructions using Workzone	IBK, TPL, USB
<b>Procedure 5: Subcontractors and collaboration partners</b>	2: Addition on the outsourcing of tasks 2.2: Addition on requirements at outsourcing 2.4: Revision and extended description 2.5: Addition on evaluation of outsourcee 3: Addition on outsourcing and evaluation of subcontractor	IBK, TPL, USB
<b>Procedure 6: Performance of tasks</b>	2.2: Alterations as consequential correction after the abolition of time registration per 1 January 2023 2.3.2: Addition about colophon/data sheet 2.3.4: Addition on AU as subcontractor to others' advice 2.3.6: Addition on using a model outside model domain	IBK, TPL, USB
<b>Appendix A: Roles and responsibilities</b>	Addition under the role "Head of Department" on employee competences Addition of the role "Local contact person" Linguistic clarification of "Role" under "Department"	IBK, TPL, USB

Version 6 → 7 (Revision date 3 May 2022)

Document	Reason for revision version 6 to 7	Revision responsible
<b>Main document: Quality management system for public sector consultancy at Technical Sciences, Aarhus University</b>	1.6.: Clarification that reports published by Tech must be quality assured in accordance with Procedure 7.	SUB, TPL, USB
<b>Procedure 1: Preparation of bids and conclusion of contracts</b>	Linguistic clarifications in several places. Addition of concrete examples of tasks covered. 2.2.: Linguistic clarification about the strongest possible team. 2.2.1.: More flexibility in the deadline for responding to the centre unit on contributions to task solution.	SUB, TPL, USB

Document	Reason for revision version 6 to 7	Revision responsible
<b>Procedure 2: Receipt of task orders and alignment of expectations under the framework agreement</b>	2.1.: Clarification that telephone consultancy exceptionally can be exempted from ordering via the research bank. 2.2.: Linguistic clarification about the strongest possible team. More flexibility in the deadline for responding to the centre unit on contributions to task solution.	SUB, TPL, USB
<b>Procedure 3: Organisation of consultancy</b>	2.1.: Addition about awareness of impartiality issues and conflicts of interest.	SUB, TPL, USB
<b>Procedure 5: Subcontractors and collaboration partners</b>	2.3.: Simplified procedure for the evaluation of subcontractors and collaboration partners.	SUB, TPL, USB
<b>Procedure 6: Performance of tasks</b>	2.3.4.: Addition on data and assessments from contributors with limited contributions. Clarification about GDPR. 2.3.5.: Extended, clarified and exemplified description of general issues about the use of models. Addition about archiving of model code, model data and model version. Addition about the documentation of model validation. 2.3.8.: Clarification about task completion. Addition to make ministries aware of relevant, non-ministerial tasks. App. 4.: Clarification about validation levels. Clarification and division between validation of existing and new models.	SUB, TPL, USB
<b>Procedure 7: Quality assurance of products</b>	2.1.1.: Simplified description of the peer review process. 2.2.: The center unit's quality assurance is aligned with the peer assessor's quality assurance, so that the processes are parallel. 2.3.: Additions to the table with elements in the quality assurance og products: GDPR, impartiality, model validation, model validator, model archiving.	SUB, TPL, USB
<b>Procedure 8: Dialogue with requisitioners about draft deliverables</b>	2.: Clarification that products for commenting are delivered as a pdf, and that the requester is not allowed to comment directly in the product.	SUB, TPL, USB
<b>Procedure 9: Publication of results and products</b>	2.: Clarification about non-publication of confidential products. Sections on advisory group/steering committee and on collaborative tasks deleted (appears in Procedure 7). Simplified description on the publication process. 2.1.: The word "deliverable" replaced by "product".	SUB, TPL, USB

Document	Reason for revision version 6 to 7	Revision responsible
	Simplified description of the structure of confidential products. 2.4.: Clarification about registration in Pure. 2.5.: Clarifications about responsibilities.	
<b>Appendix B: Stakeholders</b>	Additions of internal stakeholders (41-45): Det Kongelige Bibliotek, AU HR-IT, AU and Tech HR, AU-IT, Finance function. The stakeholder Orbicon (29) has been deleted and now belongs to Consultancy firms (33).	SUB, TPL, USB
<b>Appendix D: Template for project plan</b>	Additions on conflicts of interest, GDPR and subcontractors	SUB, TPL, USB
<b>Appendix I: Template: Comments from internal peer</b>	Clarification in the title of the form that it is for academic quality assurance of the product	SUB, TPL, USB

Version 5 → 6 (Revision date 1 May 2021)

Document	Reason for revision version 5 to 6	Revision responsible
<b>Main document: Quality management system for public sector consultancy at Technical Sciences, Aarhus University</b>	Academic delimitation of the scope Formulation on "Risks and opportunities" for organisational initiatives Delegation summary (powers of managers) added Legal clarification on insurance documents and access to documents Consistency corrections following the division of the Ministry of the Environment and Food (MFVM) into the Ministry of Environment (MIM) and the Ministry of Food, Agriculture and Fisheries (FVM) Consistency corrections after the formation of four new engineering departments	SUB, TPL, USB
<b>Procedure 1: Preparation of bids and conclusion of contracts</b>	Readability improved (hopefully) Involvement of the centre unit specified The DCA centre manager signs most offers and contracts Responsibilities clarified Consistency corrections following the division of the MFVM into MIM and FVM	SUB, TPL, USB
<b>Procedure 2: Receipt of task orders and alignment of expectations under the framework agreement</b>	Addition of telephone consultancy may be excepted from ordering Clarification of the head of department's responsibility for reading through draft work programs Consistency corrections following the division of the MFVM into MIM and FVM	SUB, TPL, USB

Document	Reason for revision version 5 to 6	Revision responsible
<b>Procedure 3: Organisation of consultancy</b>	Addition of advisory group or a steering committee Legal clarification about conflicts and disputes Consistency corrections following the division of the MFVM into MIM and FVM	SUB, TPL, USB
<b>Procedure 5: Subcontractors and collaboration partners</b>	Legal clarification on insurance documents Addition of delegation of the head of department's signature responsibility	SUB, TPL, USB
<b>Procedure 6: Performance of tasks</b>	Addition on how telephone consultancy is handled Addition on staff's own responsibility for being updated on relevant legislation New description of validation of models Clarification about time for publication DCA cover letter deleted in relation to changes in agreements Legal clarification about GDPR Consistency corrections following the division of the MFVM into MIM and FVM	SUB, TPL, USB
<b>Procedure 7: Quality assurance of products</b>	Addition of the peer assessor's option to not see the handling of the peer assessor's comments Clarification about external peer assessment Additions to the checklist about advisory group/ steering committee, meetings with externals, comments etc.	SUB, TPL, USB
<b>Procedure 8: Dialogue with requisitioners about draft deliverables</b>	Clarification of the procedure for draft commentary from requisitioner	SUB, TPL, USB
<b>Procedure 9: Publication of results and products</b>	Clarification of the requisitioner's comments in relation to the "seven working day rule" Addition of advisory group or a steering committee Clarification about indication of confidentiality Consistency corrections following the division of the MFVM into MIM and FVM	SUB, TPL, USB
<b>Procedure 10: Document management</b>	The term "error" has been replaced by the term "deviation" Consistency corrections following the division of the MFVM into MIM and FVM	SUB, TPL, USB
<b>Procedure 12: Remedial, corrective and preventive actions</b>	The term "error" has been replaced by the term "deviation"	SUB, TPL, USB
<b>Procedure 13: Registrations</b>	The term "error" has been replaced by the term "deviation"	SUB, TPL, USB
<b>Procedure 14: Internal auditing</b>	Clarification of requirements for internal auditors	SUB, TPL, USB

Document	Reason for revision version 5 to 6	Revision responsible
<b>Appendix A: Roles and responsibilities</b>	Delegation summary (powers of managers) added	SUB, TPL, USB
<b>Appendix B: Stakeholders</b>	Changed "Not important stakeholder" to "Less relevant stakeholder" in the stakeholder matrix	SUB, TPL, USB
<b>Appendix H: Template comments document</b>	Changed from being a general comments document to being for requisitioner's comments only	SUB, TPL, USB
<b>Appendix I: Template: Comments from internal peer</b>	New document: Peer assessor document for internal and external peer assessment, indicating whether the handling of comments is to be returned	SUB, TPL, USB
<b>Appendix X: Overview of revisions</b>	The former Appendix I	SUB, TPL, USB

Version 4 → 5 (Revision date 18 December 2020)

Document	Reason for revision version 4 to 5	Revision responsible
<b>Procedure 5: Subcontractors and collaboration partners</b>	Addition about External services free of charge, that e.g. volunteers, external coauthors and external peer assessors, who do not receive a fee, are also managed as subcontractors, including being evaluated	SUB, TPL, USB

Version 3 → 4 (Revision date 1 October 2020)

Document	Reason for revision version 3 to 4	Revision responsible
<b>Quality management system (Main document)</b>	<p>Preface: Deleted that there is an exception of section 7.1.5.2 of the standard ISO 9001:2015 (7.1.5.2 Measurement traceability) in the quality management system.</p> <p>Chapter 1.4: Corrected Appendix B to Appendix C. Deleted "Discontinued procedures are marked with "Discontinued on (date)" under "current version"."</p>	SUB, TPL, USB
<b>Procedure 16: Management evaluation</b>	Chapter 2, listing of input: Added passage about trend to the bullet on customer satisfaction and to the bullet registration of complaints. Added bullet about consultancy capacity and the quality of research of the institutes and a bullet about actions to address risks and opportunities. Listing of output: Added bullet about summary of the consultancy capacity and the quality of research of the institutes	SUB, TPL, USB

Version 2 → 3 (Revision date 14 August 2020)

Document	Reason for revision version 2 to 3	Revision responsible
<b>Procedure 7: Quality assurance of products</b>	Possibility to use track changes in Word document instead of comments document in internal peer assessment	SUB, TPL, USB

Version 1 → 2 (Revision date 1 May 2020)

Document	Reason for revision version 1 to 2	Revision responsible
<b>Quality management system (Main document)</b>	Consistency corrections Science & Technology → Technical Sciences Consistency corrections ST → Tech Consistency correction MBG → QGG Consistency corrections Science & Technology → Nat-Tech Consistency corrections websites Deleted the sentence “, as soon as the material has been exchanges with persons outside AU” on GDPR	SUB, TPL
<b>Quality assurance policy and organisation of quality assurance work</b>	Consistency corrections Science & Technology → Technical Sciences Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 1: Preparation of bids and conclusion of contracts</b>	Clarification of difference between types of bids Clarification of the procedure for composing the academic team Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 2: Receipt of task orders and alignment of expectations under the framework agreement</b>	Clarification of the procedure for composing the academic team, including stricter responsibilities Clarification of how the alignment of expectations is to be performed Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 3: Organisation of consultancy</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 4: Project management</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 5: Subcontractors and collaboration partners</b>	Clarification of types of subcontractors Adding of evaluation of subcontractors and collaboration partners Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 6: Performance of tasks</b>	Clarification of quality assurance of tasks involving the processing of data, modelling and calculation Adding of delays caused by externals Adding of description of uncertainties and robustness	SUB, TPL

Document	Reason for revision version 1 to 2	Revision responsible
	Consistency corrections ST → Tech	
<b>Procedure 7: Quality assurance of products</b>	Clarification of peer assessment Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 8: Dialogue with requisitioners about draft deliverables</b>	Adding transparency in comments via comments document Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 9: Publication of results and products</b>	Deleted section on non-ISBN in draft Clarification of responsibility for publication Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 10: Document management</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 11: Data storage</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 12: Remedial, corrective and preventive actions</b>	Clarification of the fact that academic errors are also subject to registration Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 13: Registrations</b>	Clarification of the fact that academic errors are also subject to registration Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 14: Internal auditing</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 15: Setting up annual quality targets</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Procedure 16: Management evaluation</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Appendix A: Roles and responsibilities</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Appendix B: Stakeholders</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Appendix C: List of procedures</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Appendix D: Template for project plan</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Appendix E: Definitions</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Appendix F: Template for internal audit plan</b>	Consistency corrections ST → Tech	SUB, TPL
<b>Appendix G: Template for internal audit report</b>	Consistency corrections ST → Tech	SUB, TPL

Document	Reason for revision version 1 to 2	Revision responsible
<b>Appendix H: Template comments document</b>	Check box whether it is a comment or a peer assessment	SUB, TPL

\* <https://tech.au.dk/en/consultancy/about-public-sector-consultancy/quality-assurance/quality-management-system/>

\*\* <https://tech.au.dk/en/consultancy/about-public-sector-consultancy/quality-assurance/quality-assurance-policy/>