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T/ CBA 208—2020

Sign for marking version of a document

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Foreword

This document is drafted in accordance with the rules given in the GB/T 1.1-2020 *Directives for standardization – Part 1: Rules for the structure and drafting of standardizing documents*.

Attention is drawn to the possibility that some of the elements of this standard may be the subject of patent rights. The issuing body of this document shall not be held responsible for identifying any or all such patent rights.

This standard was proposed and prepared by the Committee for standardization in banking products and services of China banking association.

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Introduction

Documents are important measures of conveying information concerning how to service customers and to govern and manage the company. In fact, except the document that has been issued formally or signed by the principal so that the version has been locked down, the version of other documents are all able to be changed. If the version of the document is changed again after it has been exchanged to another person, the risk of the wrong version is used is higher in case of neither without a mark of version, nor the method of marking a version of a document is diversity and the method is not understood to each other.

Although there are some configuration management tools based on ICT and can be used in the field of document management in the banking industry, manual management means of a version of the document are still required because of two typical reasons. One reason is that costs and times may be needed for non-IT document writers learning how to use those configuration management tools. Another reason is that environments for drafting documents may be so different that some writers can not connect to the configuration management tool until the document needs to be released. This document is aimed to resolve these issues by giving a method of marking a version of a document without relation to the manner of drafting the document.

In order to support the internationalization of the banking industry, this document is issued in bilingual mode. Both versions in Chinese and in English are technically identical while some depictions are somewhat different.

Sign for marking version of a document

1 Scope

This document specifies a method of marking a version of a document and its position.

This document is applicable to mark the version of any type of documents.

2 Normative references

There are no normative references in this document.

3 Terms, definitions and abbreviation

For the purposes of this document, the following terms and definitions apply.

3.1 Terms

3.1.1

document

uniquely identified unit of information for human use

EXAMPLE report, specification, manual or book, in printed or electronic form

Note: A document can be a single information item, or part of a larger information item. document

[Source: ISO/IEC 15289:2019, 3.1.10]

3.2 Abbreviation

The abbreviations listed below are applicable for English version only in order to read and understand this standard readily according to the English convention. The abbreviations are NOT appeared in Chinese version of this standard. Anyone who want discuss the version of the document with another shall not hesitant to use the full name of those abbreviations if the person use the Chinese version of this standard only.

WNEV	writer's name of this editorial version
CV	content version
RV	release version
EV	editorial version
FDEV	first time editing date of the editorial version

4 Method of marking version of document

4.1 Structure of the marking

The marking is consisted below.

"_V"+*vv*+"R"+*rr*+"E"+*eee*+ "_"+YYYYMMDD+"_By" {WNEV}

Where:

- The contents quoted by double-quotes shall be written according to the formula above. All letters are case sensitive.
- The components "V", "R", and "E" are the prefix of the CV, RV, and EV respectively. The components *vv* and *rr* are natural numbers with length 2, and are the current value of the CV and RV respectively. The component *eee* is a natural number with length 3, and is the current value of the EV. If the value of any version components is less than the largest digit capacity, the prefix zero shall not be omitted.
- The component YYYYMMDD is FDEV.
- The component {WNEV} preceded with "By" is used to explain who is the main writer or revising person of the last EV.

EXAMPLE The last editorial version is the person who revises the document and raises some comments and suggestions with revision mode of the desktop office suite.

4.2 Content version

The CV describes the version that the writer considers what version the document is, and begins from "V01".

The CV will be marked since the document starts drafting, and is increased always.

The CV shall be identical if it is used in both the body of the document and the computer file name of the document. The CV should be marked by the person who manages the version of the document if the CV is omitted at the beginning and then is required. The CV may be marked equaling to "01" by default.

4.3 Release version

The RV describes the version that the document is released to the persons who are not the writers. The RV begins from "R00" that indicates the version has not been released before.

NOTE 1 The document is not deemed as a release if it is transmitted in the writer's group while the document is drafted by more than one person.

NOTE 2 The release of the document is not deemed that the final version of the document has been established. The aim of the release of the document may be approved by the principal or revised by the interest parties.

The RV will remain "R00" until the document released the first time. As of the first release, the RV will be increased to "R01". Then each time the document is released, the RV will be increased.

The RV should be marked by the person who manages the version of the document if the RV is omitted at the beginning and then is required.

4.4 Editorial version

The EV describes the editorial status of the document and starts from "E001". The principles of change of EV include:

- a) The EV shall be increased if the writer is changed yet the document need to be edited continually; and
- b) The EV should be increased if the same writer considers saving a version.

The EV will be marked since the document is created, and is increased always.

4.5 First time editing date of the editorial version

The FDEV describes the date on which the EV of the document is edited the first time.

The FDEV is the date on which the document is created for a brand new document.

The FDEV shall be checked if the EV is changed in order to ensure the date is the day on which the EV is changed.

EXAMPLE When "Summary of XXXX division, 2019_V01R01E002_20200103. wps" is saved as "Summary of XXXX department, 2020_V01R00E001_20201215. wps", the RV and EV of the document need to be reset assuredly, and the FDEV shall be December 15, 2020.

4.6 Writer's name of this editorial version

The WNEV records the name of the last writer of this editorial version and utilizes it to manage more than one writer who edits the EV at same time.

The name of the editor who revises the document and gives some remarks should be marked by using WNEV. The name of the editor may be either assigned to the WNEV to replace the existed one directly, or appended to the tail of the current WNEV by using an unambiguous separator if the last writer considers suitable.

EXAMPLE 1 The signs like "_", "-" and "&" can be deemed unambiguous separators.

The WNEV may be in Chinese or Latin letters. The sign ",", " " in half-width may be used as the separator to separate the last name and first name. The length of the WNEV shall ensure that the whole file name is limited in the length limit of the computer OS, the computer document management system, and the computer document transmitting system. The abbreviated name of the editor's name may be used under the condition that confusion will not occur in the course of edition.

EXAMPLE 2 The limit of length of the file name of Windows OS is an example of a computer OS. The limit of length of the file name of the Document Management System are examples of a computer document management system. The limit of length of the file name of Lotus Notes is an example of a computer document transmitting system.

It is permitted that both the FDEV is changed or the FDEV is not changed if the EV had not changed although the WNEV was changed.

5 Position of marking version of a document

The sign of the version of the document shall be recorded as the tail of the file name ahead of the expanded name.

The sign fo the version of the document may be marked within the document body and has the format of "VvvRrrEeee " to explain the CV, RV, and EV. The changing history shall be described if there is a field to record it.

This final version, namely that the document has been issued formally or signed by the principal, may delete the sign of the version in the file name on the premise that the actual version is available.

6 Tailoring of marking version of a document

When risks of the confusion of marking version of a document have been evaluated, and the marginal baseline has been determined, by the implementer of this document, the marking version of a document may be tailored according to the strategy as follows:

a) The CV and/or RV is omitted. The CV and/or RV may be omitted when it has no actual meaning or another way of marking CV and/or RV of a document is adopted. The omission of the CV and/or RV can not influence the identification of a version of a document if the inconvenience can be accepted.

EXAMPLE 1 A document is edited based on a template that possesses a mandatory field to express the CV.

EXAMPLE 2 A releasing register book is maintained on which all actions of circulating the document out of the editor's group are recorded.

b) The EV is omitted. The EV is not recommended to be omitted because of the incapacitation of identifying the version of a document unless the document is edited on the control of a document configuration management facility within the whole life cycle of the document.

c) The FDEV is omitted. The FDEV is not recommended to be omitted because of the incapacitation of identifying the actual editing date of the EV of a document unless the document is edited on the control of a document configuration management facility within the whole life cycle of the document.

d) The WNEV is omitted. The WNEV is not recommended to be omitted because of the incapacitation of identifying the actual editor of the EV of a document unless the document is edited on the control of a document configuration management facility within the whole life cycle of the document.

EXAMPLE 3 All actions concerning editing are ensured to be performed in a network environment. Every time opening a document is actually a check-out and saving is check-in.

Annex A
(Informative)
Examples of marking a document version

B.1 The document name in this example

Specification for marking version of a document.

B.2 Complete marking method

Specification for marking version of a document_V01R00E001_20200909_ByLiKuan.wps

B.3 Customized marking method

B.3.1 Marking with EV only

Specification for marking version of a document_E001_20200909_ByLiKuan.wps

B.3.2 Marking with RV and EV

Specification for marking version of a document_R00E001_20200909_ByLiKuan.wps

B.3.3 Marking with CV and EV

Specification for marking version of a document_V01E001_20200909_ByLiKuan.wps

Annex B
(Informative)

Examples of marking a document version by multi-persons

B.1 The scenario and document name

There are four writers who are asked to edit the document *Specification for marking version of a document* simultaneously. The writer's names suppose John, Mary, Linda, and Max. Max will be in charge of compiling the whole document.

B.2 The document is drafted by multi-persons

The document is separated into four parts while each writer will draft a part of them. When everyone has completed their task, the versions of the document are submitted by each writer.

a) The part drafted by John is marked as follows:

Specification for marking version of a document_V01R00E001_20200909_ByJohn.wps;

b) The part drafted by Mary is marked as follows:

Specification for marking version of a document_V01R00E001_20200909_ByMary.wps;

c) The part drafted by Linda is marked as follows:

Specification for marking version of a document_V01R00E003_20200909_ByLinda.wps

d) The part drafted by Max is marked as follows:

Specification for marking version of a document_V01R00E004_20200909_ByMax.wps

NOTE The editorial version of each part may be changed in the drafting process by John, Mary, and Linda respectively. The final editorial version is decided by Max as he compiles all parts into an intact document. In the editorial process, John and Mary remained the editorial version number unchanged while Linda and Max added the editorial version number respectively.

B.3 The document is revised by multi-persons

In the scenario that a document is revised by multi-persons, the versions of the document are assigned respectively.

a) The document prepared by Max is marked as follows:

Specification for marking version of a document_V01R00E002_20200909_ByMax.wps

b) John as a revising person marks the document with the way replaced his name, as follows:

Specification for marking version of a document_V01R00E002_20200909_ByJohn.wps

c) Mary raised some comments and appended her name behind Max in the sign of the version only, as follows:

Specification for marking version of a document_V01R00E002_20200909_ByMax-Mary.wps

d) Linda raised some comments and suggestions, then replaced the WNEV with herself's name and changed FDEV without EV change, as follows:

Specification for marking version of a document__V01R00E002_20200910_ByLinda.wps

NOTE By using the manner above-mentioned, the editorial version which is dealt with will be expressed easily and clearly.

Annex C
(Informative)
An examples of CV change

C.1 The document name in this example

Specification for marking version of a document.

C.2 The example of CV change

The original sign of the version of the document was "V01R00E001" before the CV change. The contents of the document were:

- a) Scope
- b) Normative references
- c) Terms and definitions
- d) Normative method of marking version of a document
- e) Simple method of marking version of a document
- f) Position of marking version of a document

The changed marking of the version of the document was "V02R00E005" after the CV change. The contents of the document were:

- a) Scope
- b) Normative references
- c) Terms, definitions and abbreviation
- d) Method of marking version of a document
- e) Position of marking version of a document

NOTE The structure of the document has changed because a chapter has been deleted and a chapter's name has altered. These changes are considered exceeding the editorial change so that the CV of the document shall change from V01 to V02.

Annex D
(informative)
An examples of RV change

D.1 The document name in this example

Specification for marking version of a document.

D.2 Example of RV change

The RVs of the document are changed as follows:

a) When the working group complete the draft of the document, the marking version of the document is:

Specification for marking version of a document_V01R00E002_20200909_ByLi, Kuan. wps

b) When the draft prepared to collect comments has completed, the marking version of the document is:

Specification for marking version of a document_V01R01E005_20200916_ByLi, Kuan. wps

c) When the draft prepared to be reviewed has completed, the marking version of the document is:

Specification for marking version of a document_V01R02E010_20201008_ByLi, Kuan. wps

d) When the draft prepared to be approved has completed, the marking version of the document is:

Specification for marking version of a document_V01R03E015_20201118_ByLi, Kuan. wps

NOTE The document is not deemed to be released when the document is just circulated within the working group. When the document is submitted to collect comments, to be reviewed, or to be approved, the document is deemed to be released and the RV will be increased.

Bibliography

- [1] ISO/IEC 15289:2019 Systems and software engineering — Content of life-cycle information items (documentation)
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