SOP: Document Revision and Version Control Procedures

This SOP details the **document revision and version control procedures**, encompassing the systematic process for reviewing, updating, approving, and archiving documents. It ensures all revisions are accurately tracked, maintaining document integrity and accessibility. The procedure includes version numbering conventions, authorization workflows, distribution protocols, and change history documentation to uphold consistency and traceability across all organizational records.

1. Purpose

To establish standardized processes for reviewing, revising, approving, and controlling organizational documents to ensure integrity, traceability, and compliance.

2. Scope

This procedure applies to all controlled documents, including policies, SOPs, manuals, templates, and records across all departments.

3. Responsibilities

- **Document Owner:** Initiates revisions and oversees document content.
- **Reviewer(s):** Reviews and provides feedback on proposed changes.
- **Approver(s):** Grants final approval before release.
- **Document Controller:** Manages document storage, access, and version distribution.

4. Definitions

Term	Definition
Version Number	Unique identifier indicating document revision status (e.g., 1.0, 1.1, 2.0)
Revision	Changes made to the original document, either minor (edits) or major (updates to procedure/requirements)
Obsolete	A document or version no longer in effect

5. Procedure

5.1 Document Revision Process

1. **Initiation:** The Document Owner identifies the need for revision.
2. **Drafting:** Proposed revisions are made; document is updated with 'Draft' watermark and next version number.
3. **Review:** Assigned Reviewer(s) examine changes and provide feedback.
4. **Approval:** Approver(s) review the final draft and approve/reject accordingly.

5.2 Version Numbering Convention

- Major updates: Increase the integer before the decimal (e.g., 1.0 â†' 2.0)

- Minor updates: Increase the integer after the decimal (e.g., 1.0 â†' 1.1)
- Document version appears in the header/footer of every page.

5.3 Change History Documentation

- All changes must be logged in a change history table within the document (see Section 7 below).
- Include: Date, Version, Description of Change, Author/Owner, Reviewer, Approver.

5.4 Authorization Workflow

- Document revisions must be approved by at least one designated Approver before being released.
- Records of reviews and approvals (email, signature, or digital log) must be retained.

5.5 Distribution and Accessibility

- Approved documents are distributed by the Document Controller via authorized repositories or portals.
- Obsolete versions are archived with restricted access; only current versions are accessible for active use.

5.6 Archiving and Obsolescence

- Superseded documents are marked "Obsolete" and moved to a secure archive.
- Obsolete documents are retained per retention policy requirements.

6. References

- Company Document Management Policy
- Record Retention Policy
- Applicable Regulatory Guidelines

7. Change History

Date	Version	Description of Change	Author	Reviewer	Approver
YYYY-MM-DD	X.X	Initial document creation	Name	Name	Name