

SOP: Document Creation and Approval Process

This SOP details the **document creation and approval process**, covering the steps for drafting, reviewing, revising, and obtaining necessary approvals for organizational documents. It ensures consistent formatting, accuracy, compliance with standards, version control, and timely authorization, promoting clear communication and accountability across departments.

1. Purpose

To establish a standard procedure for creating, reviewing, revising, and approving organizational documents in order to maintain quality, compliance, and consistency.

2. Scope

This SOP applies to all staff members involved in the creation and management of official documents within the organization.

3. Responsibilities

Role	Responsibility
Document Author	Drafts and formats documents according to organizational standards.
Reviewer	Reviews content for accuracy, clarity, and compliance; provides feedback.
Approver	Conducts final review and grants authorization for document release.
Document Controller	Manages version control, archives approved documents, ensures current versions are in use.

4. Procedure

- Drafting**
 - Document Author prepares a draft using standard templates and ensures correct formatting.
- Initial Review**
 - Reviewer examines the draft for accuracy, completeness, and compliance with policies. Comments and recommended changes are returned to the Author.
- Revision**
 - Author incorporates feedback and revises the document as necessary.
- Final Review and Approval**
 - The Approver examines the revised document and, if satisfactory, provides formal approval (signature, date, or digital confirmation).
- Version Control and Distribution**
 - Document Controller assigns a version number, archives previous versions, and distributes the approved document to all relevant parties.
- Review Cycle**
 - Documents are periodically reviewed (e.g., annually) to ensure continued relevance and accuracy. Outdated documents are revised or retired.

5. Document Control

- All documents must include version numbers and approval dates.
- Archived versions are retained as per organizational policy.
- Access to draft and final documents is limited to authorized personnel.

6. Records

- Approved documents and approval records are to be maintained by the Document Controller.
- Records must be readily accessible for audit and review purposes.

7. Revision History

Version	Date	Description	Author
1.0	2024-06-02	Initial release	[Your Name]