

SOP: Document Review and Update Schedules

This SOP details the process for **document review and update schedules**, emphasizing the importance of regular evaluation and timely revisions to maintain accuracy, compliance, and relevance. It includes guidelines for assigning responsibilities, setting review timelines, conducting document audits, implementing changes, and recording updates to ensure all organizational documents remain current and effective.

1. Purpose

To establish a standardized process for the regular review and timely update of all organizational documents, ensuring they are accurate, up-to-date, and compliant with applicable regulations and standards.

2. Scope

This SOP applies to all organizational documents, including policies, procedures, work instructions, forms, and records.

3. Responsibilities

- **Document Owner:** Initiates the review, coordinates updates, and ensures document accuracy.
- **Document Control Officer:** Manages the document control system and records updates.
- **Reviewers:** Evaluate the document content for accuracy and relevance.
- **Approvers:** Authorize updated documents for distribution and use.

4. Procedure

1. **Assign Document Owners**
 - Each document is assigned a designated owner responsible for its review and maintenance.
2. **Establish Review Schedules**
 - Set review intervals based on document criticality, regulatory requirements, or organizational policy (e.g., annually, biennially).
 - Maintain a **Document Review Schedule** (see example table below).
3. **Conduct Document Review**
 - Document owner and reviewers assess content for accuracy, compliance, and relevance.
 - Identify required changes or confirm document remains current.
4. **Update Documentation**
 - Implement necessary revisions and highlight/significant changes.
 - Ensure updated documents undergo approval as per organizational process.
5. **Record and Communicate Updates**
 - Log updates in the document control system, noting the date and nature of the change.
 - Communicate changes to all relevant staff.
6. **Archive Previous Versions**
 - Retain previous versions in accordance with organizational record retention policies.

5. Example: Document Review Schedule Table

Document Title	Owner	Last Review Date	Next Review Due	Status
Quality Policy	Jane Smith	2024-02-05	2025-02-05	Current
Safety Procedure	Tom Lee	2023-11-12	2024-11-12	Review Due Soon
Onboarding Checklist	Ada Miller	2024-04-21	2025-04-21	Current

6. Related Documents

- Document Control Policy
- Change Management Procedure
- Record Retention Policy

7. Revision History

Version	Date	Approved By	Description of Change
1.0	2024-06-01	M. Johnson	Initial release