

SOP Template: Roles and Responsibilities for Documentation

This SOP defines the **roles and responsibilities for documentation**, detailing the specific duties of individuals involved in creating, reviewing, approving, and maintaining accurate and up-to-date records. It ensures clarity in accountability, promotes consistency in documentation practices, and supports compliance with organizational standards and regulatory requirements. The goal is to facilitate effective information management and traceability throughout all processes.

1. Purpose

To outline the roles and responsibilities associated with documentation processes, ensuring consistency, accountability, and compliance with organizational and regulatory standards.

2. Scope

This SOP applies to all personnel involved in the documentation lifecycle, including creation, review, approval, distribution, and archival of records within the organization.

3. Definitions

- **Document Owner:** Individual responsible for the content and currency of the document.
- **Author:** Person who prepares or drafts the document.
- **Reviewer:** Person(s) designated to assess the document for accuracy, completeness, and relevance.
- **Approver:** Authorized individual(s) who approves the document for official use.
- **Records Custodian:** Person responsible for the safekeeping and management of finalized documents.

4. Roles and Responsibilities

Role	Responsibilities
Document Owner	<ul style="list-style-type: none">• Initiate document creation and updates as needed.• Assign appropriate authors, reviewers, and approvers.• Ensure periodic review and revision of the document.
Author	<ul style="list-style-type: none">• Prepare draft documents based on templates and organizational requirements.• Incorporate feedback from reviewers and update drafts accordingly.• Ensure document accuracy and completeness.
Reviewer	<ul style="list-style-type: none">• Evaluate draft documents for clarity, accuracy, and adherence to standards.• Provide timely, constructive feedback to the author.• Confirm that all necessary information is included.
Approver	<ul style="list-style-type: none">• Review final drafts for compliance with policies and procedures.• Authorize the release or publication of the document.• Ensure regulatory and organizational alignment.
Records Custodian	<ul style="list-style-type: none">• Archive approved documents in designated repositories.• Track document version control and retention periods.• Maintain access records and manage document retrieval requests.
All Personnel	<ul style="list-style-type: none">• Follow approved documentation procedures and templates.• Report discrepancies or outdated information to the document owner.• Protect the confidentiality and integrity of documentation.

5. Procedure Overview

1. **Document Creation:** Owner assigns author(s); author drafts document.
2. **Review:** Reviewer assesses draft; feedback provided to author.
3. **Revision:** Author revises document per feedback.
4. **Approval:** Approver reviews and authorizes the final document.
5. **Distribution & Archival:** Records custodian archives document and ensures accessibility.
6. **Periodic Review:** Owner ensures document is reviewed/updated as per defined intervals or regulatory changes.

6. References

- Organizational Documentation Policy
- Record Retention Guideline
- Applicable Regulatory Requirements

7. Revision History

Date	Version	Description	Author
2024-06-01	1.0	Initial template creation	Documentation Team