

# SOP Template: Step-by-step Approval Routing Process

This SOP defines the **step-by-step approval routing process**, detailing each phase from initial submission, review, and revision to final approval. It ensures clear communication, timely decision-making, and accountability among all stakeholders involved, thereby streamlining workflow efficiency and maintaining regulatory compliance throughout the approval cycle.

## 1. Purpose

To outline a standardized process for document approval, ensuring clarity, auditability, and compliance with applicable policies and regulations.

## 2. Scope

This process applies to all employees, contractors, and stakeholders involved in the creation, review, and approval of relevant documents.

## 3. Roles and Responsibilities

Role	Responsibility
Document Originator	Prepares and submits documents for approval.
Reviewer(s)	Evaluates content, provides feedback, and requests revisions if needed.
Approver(s)	Grants final approval, ensuring all criteria are met.
Document Controller	Tracks status, files final documents, and communicates outcomes.

## 4. Approval Routing Process - Step-by-step

- Initial Submission**
  - Document Originator completes the draft.
  - Submits document to Document Controller via designated system or email.
  - Document Controller logs and assigns document tracking number.
- Preliminary Review**
  - Document Controller forwards the document to assigned Reviewer(s).
  - Reviewer(s) assess document for completeness and compliance.
  - If revisions are required, Reviewer(s) return feedback to Originator.
- Revision (if needed)**
  - Document Originator revises document per feedback.
  - Resubmits updated document to Document Controller.
- Final Review & Recommendation**
  - Reviewer(s) perform final check and, if satisfactory, recommend for approval.
  - Document Controller updates status and forwards to Approver(s).
- Approval**
  - Approver(s) review final document version.
  - If criteria met, Approver(s) grant approval and sign/authorize as required.
  - Document Controller records approval and files the document.
- Final Notification & Distribution**
  - Document Controller notifies all stakeholders of approval outcome.
  - Distributes or posts final approved document in designated repository.

## 5. Documentation & Recordkeeping

- Maintain all versions, review comments, and approval records for audit purposes.
- Store approved documents according to data retention policies.

## 6. References

- Company Document Management Policy
- Applicable Regulatory Requirements

*Note: Customize workflow steps, roles, and notification methods as required to meet specific organizational needs.*