SOP: Document Creation and Approval Process

This SOP details the **document creation and approval process**, encompassing the steps for drafting, reviewing, editing, and finalizing documents to ensure accuracy and compliance. It covers roles and responsibilities, version control, approval workflows, and timely dissemination of finalized documents to relevant stakeholders, aiming to maintain consistency, quality, and accountability in organizational documentation.

1. Purpose

To establish a standardized process for the creation, review, approval, and management of organizational documents.

2. Scope

This SOP applies to all employees involved in drafting, reviewing, or approving internal or external documents within the organization.

3. Roles & Responsibilities

Role	Responsibility
Document Author	Drafts the initial document and incorporates feedback from reviewers.
Reviewer(s)	Reviews content for accuracy, relevance, and compliance with standards.
Approver	Provides final approval; ensures document meets organizational requirements.
Document Controller	Manages version control, archives approved documents, and coordinates dissemination.
Stakeholders	Receive, acknowledge, and implement finalized documents.

4. Procedure

1. **Document Drafting**
   - The Document Author creates the draft using the approved template.
   - All required fields and sections must be completed.
2. **Internal Review**
   - The draft is circulated among designated Reviewer(s).
   - Comments, suggestions, and corrections are collated.
3. **Editing & Revision**
   - The Author revises the document based on feedback received.
   - Substantial changes may warrant additional review cycles.
4. **Approval**
   - The final draft is submitted to the Approver.
   - Approver confirms accuracy and compliance; may request final adjustments before approval.
   - Signed approval is recorded (digital or hardcopy as per policy).
5. **Version Control**
   - The Document Controller assigns a unique version number and archives previous versions.
   - Document history and change log are updated.
6. **Dissemination**
   - Finalized documents are distributed to all relevant stakeholders.
   - Confirmation of receipt/acknowledgment, as applicable, is tracked.

5. Document Control

- Documents must be stored in the designated document repository.
- All changes must be logged in a revision history table.
- Superseded documents must be clearly marked or removed from active circulation.

6. Definitions

- **Document Controller:** Person responsible for managing document lifecycle, versioning and dissemination.
- **Version Control:** System for assigning version numbers and tracking changes across document revisions.
- **Stakeholders:** Individuals or teams affected by, or required to implement, the document content.

7. Revision History

Version	Date	Description of Changes	Author	Approver
1.0	YYYY-MM-DD	Initial SOP creation	Document Author	Approver Name