SOP Template: Document Title and Identification Details

This SOP describes the **document title and identification details**, specifying the standardized format for naming documents, including the title, unique identification code, version number, and effective date. It ensures consistency, easy retrieval, and accurate tracking of document revisions across the organization.

1. Purpose

To define the required format and process for assigning document title and identification details for all official organizational documents.

2. Scope

This SOP applies to all departments responsible for creating, revising, and managing documents within the organization.

3. Responsibilities

- **Document Owner:** Ensures correct application of identification requirements.
- **Document Control:** Verifies and records document details in the management system.

4. Procedure

1. **Document Title:** Clearly and succinctly describe the purpose/content of the document.
2. **Unique Identification Code:** Assign a code following this format:
   `[Department]-[DocType]-[SerialNumber]`
   Example: `QA-SOP-0020`
3. **Version Number:** Start from 1.0 for new documents. Increment by 0.1 for minor revisions and by 1.0 for major revisions.
   Example: `1.0, 1.1, 2.0`
4. **Effective Date:** Specify as `YYYY-MM-DD`.
5. **Document Header Table:** Include the following table at the top of every SOP/document.

5. Document Header Table Template

Document Title	[Enter Title Here]
Identification Code	[Dept-Code-Serial]
Version Number	[X.X]
Effective Date	[YYYY-MM-DD]

6. Revision History

Version	Date	Description of Change	Author
[X.X]	[YYYY-MM-DD]	[Brief description]	[Name or Initials]