

SOP Template: Document Version Control Guidelines

This SOP provides **document version control guidelines** to ensure accurate tracking, updating, and managing of document revisions. It includes procedures for version numbering, change documentation, approval processes, distribution controls, and secure archiving. The objective is to maintain document integrity, prevent unauthorized changes, and facilitate efficient access to the most current and historical versions, supporting consistent information management across the organization.

1. Purpose

To establish standardized guidelines for maintaining rigorous document version control throughout the organization, ensuring all records are current, properly approved, and fully traceable.

2. Scope

This SOP applies to all controlled documents created, modified, or retired within the organization, including but not limited to policies, procedures, instructions, and forms.

3. Responsibilities

- **Document Owner:** Initiates creation, updates, and maintains documents, ensuring compliance with this SOP.
- **Approver:** Reviews and authorizes document changes prior to implementation.
- **Document Control Administrator:** Maintains the master document register, archives superseded documents, and distributes approved versions.
- **Users:** Ensure usage of only the most current approved document versions.

4. Procedures

4.1 Version Numbering

- Use a consistent version control format (e.g., Major.Minor: 1.0, 1.1, 2.0).
- Increment the major version (e.g., 1.0 to 2.0) for significant changes or new editions.
- Increment the minor version (e.g., 1.1 to 1.2) for minor changes or corrections.

4.2 Change Documentation

- Maintain a revision history table at the start of each document detailing version number, date, author, summary of changes, and approver.
- Document all changes, including reasons for the update.

4.3 Approval Process

- Changes must be reviewed and approved by designated personnel before distribution.
- Document all approvals with signatures or electronic authentication, as applicable.

4.4 Distribution Controls

- Only distribute finalized, approved versions to authorized users.

- Control access to draft and obsolete versions; clearly mark such documents.

4.5 Archiving

- Retain and securely archive all superseded and obsolete document versions for reference and compliance purposes.
- Archive electronic versions in designated, access-limited repositories.

5. Revision History Table (Sample)

Version	Date	Author	Description of Change	Approver
1.0	2024-06-01	J. Doe	Initial creation	S. Smith
1.1	2024-06-15	J. Doe	Minor updates to approval process	S. Smith

6. References

- Organizational Document Control Policy
- ISO 9001:2015 - Clause 7.5 (Documented Information)
- Internal Quality Management System Manual