

SOP: Revision and Version Control Instructions

This SOP details **revision and version control instructions** to ensure proper documentation management, consistency, and traceability. It covers the procedures for updating documents, assigning version numbers, maintaining revision history, obtaining approvals for changes, and distributing updated versions. The goal is to maintain accuracy, prevent unauthorized changes, and ensure all stakeholders have access to the latest approved document versions.

1. Purpose

To establish standardized procedures for controlling revisions and versions of documents to ensure accuracy and traceability.

2. Scope

This SOP applies to all controlled documents within the organization, including, but not limited to, policies, procedures, work instructions, and guidelines.

3. Responsibilities

- **Document Owner:** Initiates updates, maintains accuracy, and ensures changes are documented.
- **Quality/Compliance Manager:** Reviews, approves, and archives revised documents.
- **All Stakeholders:** Use only the latest approved document versions.

4. Procedures

1. **Updating Documents**
Identify the need for revision and update the content as necessary. Ensure all modifications are tracked and documented.
2. **Assigning Version Numbers**
 - Use sequential numerical versioning (e.g., 1.0, 1.1, 2.0).
 - Major changes result in incrementing the first digit; minor changes increment the second digit.
3. **Maintaining Revision History**
Record each change in the revision history table of the document. Include date, version, description of change, and author.
4. **Approvals**
Submit revised documents for review and approval by authorized personnel prior to issuance.
5. **Distribution**
Distribute updated versions to all relevant stakeholders. Retract and archive obsolete versions securely.
6. **Access Control**
Restrict editing rights to authorized personnel only. Provide view-only access to others as appropriate.

5. Revision History Table

Version	Date	Author	Description of Change	Approval
1.0	YYYY-MM-DD	Initials/Name	Initial document release	Signature/Initials

6. References

- Document Management Policy
- Applicable Regulatory Guidelines

7. Appendix

Sample templates, forms, or additional guidelines as necessary.