

SOP: Document Distribution and Accessibility Procedures

This SOP details the **document distribution and accessibility procedures**, focusing on the efficient and secure dissemination of organizational documents, ensuring proper access controls, maintaining document version integrity, enabling easy retrieval by authorized personnel, and establishing guidelines for digital and physical document handling. The purpose is to promote transparency, accountability, and compliance by managing document flow and accessibility across relevant stakeholders.

1. Purpose

To establish standardized procedures for distributing and accessing organizational documents, ensuring security, accessibility, and version control while complying with organizational and regulatory requirements.

2. Scope

This SOP applies to all employees, departments, and relevant third parties who generate, receive, or require access to organizational documents in both digital and physical formats.

3. Responsibilities

- **Document Owner:** Responsible for document creation, updates, and distribution authorization.
- **IT Department:** Manages digital document platforms, user access, backups, and security protocols.
- **All Users:** Ensure proper use, retrieval, and secure handling of documents as per access rights.
- **Records Manager:** Maintains records of document versions, distribution lists, and access logs.

4. Procedure

1. **Document Creation & Approval**
 - Document is drafted by the Author and reviewed by relevant stakeholders.
 - Finalized version is approved by the Document Owner.
2. **Document Storage**
 - Store digital documents in the organization's central document management system (DMS) with automated backup.
 - Physical documents must be stored in secure, access-controlled areas.
3. **Access Controls**
 - Assign permission levels (view/edit/download/restricted) in the DMS based on role and necessity.
 - Physical access is managed via sign-in logs or locked filing systems.
4. **Distribution**
 - Distribute documents electronically via secure channels (e.g., internal email, secure DMS links).
 - Track recipients and maintain a distribution list for each document version.
 - Physical copies are distributed via authorized personnel; maintain a log for handovers.
5. **Document Retrieval**
 - Authorized users retrieve documents from the DMS using search or request features.
 - Physical document access requires logbook entry and supervisor approval if necessary.
6. **Version Control**
 - Maintain version numbers and change logs for each document.
 - Archive obsolete versions with restricted access; ensure only the latest version is distributed or referenced.
7. **Review and Audit**
 - Conduct periodic audits of document access logs and distribution records.
 - Review SOP effectiveness annually and update as needed.

5. Compliance & Security

- Comply with all relevant data protection, privacy, and industry regulations when managing document access and distribution.
- Immediately report and investigate any suspected unauthorized access or distribution breaches.

6. Documentation & Records

Maintain logs of:

- Document approvals and version control
- Distribution lists and access logs
- Incident reports and audit findings

7. References

- Organizational Data Protection Policy
- Records Management Guidelines
- Applicable Industry or Regulatory Requirements

8. Revision History

Version	Date	Description of Changes	Author
1.0	2024-06-01	Initial SOP release	[Author Name]