Standard Operating Procedure (SOP)

Document Naming Conventions and Identification

This SOP details **document naming conventions and identification** to ensure consistency, clarity, and ease of retrieval across all organizational documents. It includes standardized formats for file names, version control practices, date and author identification, and category coding. Adhering to these conventions facilitates efficient document management, reduces errors, and supports effective collaboration and compliance within the organization.

1. Purpose

To establish clear, consistent procedures for naming and identifying documents within the organization.

2. Scope

This SOP applies to all electronic and hardcopy documents produced and maintained by the organization.

3. Responsibilities

- **All employees** must adhere to these naming conventions.
- **Managers** must ensure their teams follow this SOP.
- **Document Control** staff will monitor compliance and provide guidance as needed.

4. Document Naming Structure

All document names must include the following elements, in order, separated by underscores (_):

1. **Document Category Code**
2. **Short Description**
3. **Date (YYYYMMDD)**
4. **Version Number**
5. **Author Initials**

Format:

`[CategoryCode]_[ShortDescription]_[YYYYMMDD]_v[Version]_[AuthorInitials].[FileExtension]`

Example:

`POL_EmployeeHandbook_20240615_v2_JDS.pdf`

5. Category Codes

Code	Category
POL	Policies
PRO	Procedures
FOR	Forms
REP	Reports
MAN	Manuals
MEM	Memos
OTH	Other

6. Version Control

- Start with version **v1** for initial drafts.
- Increase the version number for each major revision (e.g., v2, v3).
- Minor updates can be denoted by a decimal (e.g., v2.1).

7. Date Format

Use the format **YYYYMMDD** (e.g., 20240615 for June 15, 2024).

8. Author Identification

Use the initials of the primary author or responsible person (e.g., JDS for Jane D. Smith).

9. File Type/Extension

Use the standard extension for the document type (e.g., .docx, .pdf, .xls).

10. Revision History

Version	Date	Author	Description
v1	2024-06-15	JDS	Initial draft
v2	2024-06-22	JDS	Added category codes and examples

11. Compliance and Review

- Compliance will be monitored through regular audits.
- This SOP will be reviewed annually and updated as necessary.