

# SOP: Document Creation and Approval Process

This SOP defines the **document creation and approval process**, detailing the steps for drafting, reviewing, revising, and formally approving documents to ensure accuracy, consistency, and compliance. It includes guidelines for document formatting, version control, stakeholder involvement, approval authority, and final distribution, aimed at maintaining organizational standards and enhancing communication effectiveness.

## 1. Purpose

To establish a standardized process for creating, reviewing, revising, and approving documents to ensure quality, consistency, compliance, and effective communication across the organization.

## 2. Scope

This procedure applies to all staff involved in document creation, review, and approval, including but not limited to policies, procedures, manuals, guidelines, plans, and reports.

## 3. Roles and Responsibilities

Role	Responsibility
Document Author	Drafts the initial document, incorporates feedback, and ensures compliance with formatting and content standards.
Reviewer(s)	Evaluates the draft for accuracy, completeness, and alignment with organizational standards; provides feedback.
Approver	Grants final approval, ensuring the document meets all requirements before distribution.
Document Controller	Manages version control, archives old versions, and oversees distribution.
Stakeholders	Engaged as needed to provide subject matter expertise and feedback.

## 4. Procedure

- Document Initiation**
  - Identify the need for a new or revised document.
  - Assign a Document Author.
- Drafting**
  - Prepare the document using the approved template.
  - Ensure correct formatting, clear language, and compliance with organizational standards.
- Internal Review**
  - Circulate the draft to relevant Reviewer(s) and stakeholders.
  - Collect and consolidate feedback.
- Revision**
  - Revise the document as per feedback.
  - Document all changes in the revision log.
- Approval**
  - Submit the revised document to the Approver.
  - Obtain documented approval (e.g., signature, email confirmation).
- Version Control**
  - Assign a version number and update the revision history table.
  - Archive previous versions as required.
- Distribution**

- Distribute the approved document to all relevant parties.
- Ensure accessibility of the current version.

## 5. Document Formatting Guidelines

- Use approved templates.
- Include headers/footers with document title, version, and page numbers.
- Maintain a consistent font and style.
- Include a revision history and approval record.

## 6. Version Control

- Each revision is assigned a new version number (e.g., v1.0, v2.0).
- All changes are logged in the revision history section of the document.
- Obsolete versions are archived according to record retention policies.

## 7. References

- Document Management Policy
- Record Retention Schedule
- Organizational Templates and Guidelines

## 8. Revision History

Version	Date	Description of Change	Author	Approved by
1.0	YYYY-MM-DD	Initial SOP creation	[Name]	[Name]