SOP Template: Document Creation and Version Control Procedures

This SOP details **document creation and version control procedures**, including the standardized processes for drafting, reviewing, and approving documents, assigning version numbers, maintaining detailed revision histories, and ensuring secure storage and accessibility. The goal is to guarantee accuracy, consistency, and traceability of all organizational documents while facilitating efficient collaboration and compliance with regulatory requirements.

1. Purpose

To establish standardized procedures for the creation, review, approval, versioning, and controlled storage of organizational documents, ensuring accuracy, consistency, and traceability.

2. Scope

This SOP applies to all staff involved in the drafting, review, approval, updating, or management of controlled documents within the organization.

3. Definitions

- **Document Owner**: Individual responsible for document creation and updates.
- **Version Control**: Process of assigning unique version numbers and maintaining records of changes.
- **Revision History**: A log that details changes made to the document.
- **Controlled Document**: Any document subject to version control and formal approval procedures.

4. Responsibilities

- **Document Owner:** Drafts, updates, and initiates review of documents.
- **Reviewers:** Review content for accuracy, clarity, and completeness.
- **Approver:** Approves final version for release and use.
- **Document Control Administrator:** Maintains master records and ensures secure storage.

5. Procedure

5.1 Document Creation & Drafting

- Document Owner initiates a new document using the organization's approved template.
- Assign a working title and initial version number (e.g., 0.1 for draft).
- Complete all required sections using clear and concise language.

5.2 Document Review

- Distribute draft to designated reviewers.
- Collect reviewer feedback and incorporate necessary changes.
- Update version number (e.g., 0.2, 0.3) with each significant draft revision.

5.3 Approval Process

- Submit final draft to Approver.
- Approver reviews and confirms document is ready for release.
- Document is assigned official version number (e.g., 1.0 for first release).

5.4 Versioning and Revision History

- Each new approved document or update receives a unique version number.
- Complete the "Revision History" table for each change, documenting date, version, author, description, and approver.
- Increment minor version numbers for small changes (e.g., 1.1, 1.2) and major version number for substantial updates (e.g., 2.0).

5.5 Storage and Accessibility

- Store all controlled documents in the central, secure document management system.
- Ensure only current approved versions are accessible for use; archive or retire obsolete versions.
- Maintain access logs for compliance and audit purposes.

6. Document Revision History

Date	Version	Author	Description of Change	Approver
2024-06-01	1.0	Jane Doe	Initial SOP release	John Smith

7. Related Documents

- Document Management Policy
- Document Templates
- Records Retention SOP

8. Appendix: Document Control Table

Document Title	Document Number	Version	Effective Date	Status	Location
SOP: Document Creation and Version Control	SOP-DCVC-001	1.0	2024-06-01	Active	Document Management System