

# SOP: Document Identification and Version Control

Document No.	SOP-DOC-001	Version	1.0
Effective Date	[Insert Date]	Review Date	[Insert Date]
Approved By	[Approver Name/Title]		

## 1. Purpose

This SOP details the process of **document identification and version control**, ensuring all documents are uniquely identified, systematically numbered, and appropriately versioned. It covers the assignment of document numbers, revision tracking, approval workflows, and archival procedures. The goal is to maintain document accuracy, traceability, and consistency across all organizational records, preventing confusion and ensuring that users access the most current and authorized information.

## 2. Scope

This SOP applies to all official organizational documents including policies, procedures, work instructions, forms, and records managed by [Department/Unit].

## 3. Definitions

- **Document ID:** A unique code assigned to each document.
- **Version Number:** Numerical and/or alphabetical identification of document revisions (e.g., v1.0, v2.1).
- **Revision History:** Record of changes made to each version.
- **Archival:** Process of retaining obsolete documents for reference and audit purposes.

## 4. Responsibilities

- **Document Owner:** Initiates document creation, updates, and requests for approvals.
- **Approver:** Reviews and authorizes the release of documents and revisions.
- **Quality/Compliance Team:** Ensures compliance with version control standards and manages archival.
- **All Staff:** Ensures use of the latest approved documents in daily operations.

## 5. Procedure

### 5.1 Document Number Assignment

1. Assign a unique identifier using the format: [Dept] – [DOC/FOR] – [Sequence No] (e.g., FIN-DOC-012).
2. Document numbers must not be reused, even if a document is retired.

### 5.2 Version Control

1. Start with version 1.0 for new documents.
2. Minor changes increment the decimal (e.g., v1.1, v1.2).
3. Major revisions increment the integer (e.g., v1.0 to v2.0).
4. Document the revision date, author, and summary of changes in the revision history table.

### 5.3 Approval Workflow

1. Submit drafts for review and comments.
2. Final documents must be approved by a designated authority before release.
3. Maintain records of all approvals (signatures, dates).

### 5.4 Distribution & Access

1. Store current versions in a controlled central repository accessible to authorized users.
2. Obsolete versions must be removed from general access areas and clearly marked as "Superseded" or "Obsolete".

### 5.5 Archival

- 1. Archived documents must be retained per organizational policy or regulatory requirements.
- 2. Ensure archived documents are retrievable for reference or auditing.

## 6. Revision History

Version	Date	Author	Description of Change
1.0	[Insert Date]	[Author Name]	Initial Release

## 7. References

- [Related Standards/Regulations]
- [Company Quality Manual]

## 8. Appendices

- Appendix A: Example Document Numbering Scheme
- Appendix B: Template - Revision History Table