

Standard Operating Procedure (SOP)

Document Version Control and Revision Tracking

Document Title	Document Version Control and Revision Tracking SOP
SOP Number	[Enter SOP Number]
Effective Date	[Enter Date]
Version	1.0
Department	[Enter Department]
Approval	[Approver Name/Title]

1. Purpose

This SOP defines the **document version control and revision tracking** process to ensure accurate management of document changes, maintain consistency, and provide a clear history of updates. It covers version numbering conventions, approval workflows, change log maintenance, access control, and distribution procedures to guarantee that all stakeholders work with the most current and approved documents.

2. Scope

This SOP applies to all controlled documents maintained by [Organization/Department], including but not limited to policies, procedures, manuals, and forms.

3. Definitions

- **Controlled Document:** A document subject to version control and revision tracking within the organization.
- **Version Number:** A unique identifier indicating the edition of the document (e.g., 1.0, 1.1, 2.0).
- **Change Log:** A record of changes, updates, and approvals for each document version.
- **Approval Workflow:** The process by which document revisions are reviewed and approved prior to implementation.

4. Responsibilities

- **Document Owner:** Responsible for initiating, updating, and maintaining controlled documents.
- **Approver(s):** Responsible for reviewing and approving document changes.
- **Document Control Administrator:** Facilitates access, revision tracking, and distribution.
- **All Stakeholders:** Must use only the current approved versions of documents.

5. Procedure

5.1 Version Numbering Conventions

- Major revisions: Increment the first digit (e.g., 1.0 to 2.0) for significant updates.
- Minor revisions: Increment the second digit (e.g., 1.0 to 1.1) for minor edits or corrections.
- Drafts may use an additional identifier (e.g., 1.0-draft).

5.2 Initiating Changes

- Document Owner identifies the need for modification.
- Revisions are made and updated in a tracked-changes format where possible.

5.3 Approval Workflow

- The revised document is submitted for review by the designated Approver(s).
- Approval is documented via signature, email, or electronic workflow system.

- Upon approval, the document status is updated to “Effective.”

5.4 Change Log Maintenance

- All changes must be recorded in a change log table (see sample below).
- The log includes version, date, description of change, author, and approver.

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

5.5 Access Control

- Only authorized personnel may edit or approve controlled documents.
- Read-only access should be provided to other stakeholders.
- Archived versions are securely stored for audit and reference purposes.

5.6 Distribution

- Upon approval, the current version is published and made accessible to all relevant staff.
- Obsolete versions are clearly marked as “Superseded” and relocated to the archive.
- A notification is sent to stakeholders upon release of a new version.

6. Revision and Review

- This SOP is reviewed at least annually or as required by changes in process or regulation.
- All revisions follow the procedures defined herein.

7. References

- [Applicable regulations, standards, or related documents]

8. Appendices

- Appendix A: Sample Change Log Table
- Appendix B: Version Numbering Examples
- Appendix C: Approval Form Template