Standard Operating Procedure (SOP): Document Revision and Update Protocols

This SOP details the **document revision and update protocols**, including procedures for reviewing, approving, and implementing changes to organizational documents, maintaining version control, ensuring accuracy and compliance with relevant standards, communicating updates to stakeholders, and securely archiving previous versions. The objective is to guarantee that all documents remain current, reliable, and accessible to support effective operations and decision-making.

1. Purpose

To establish uniform protocols for the systematic review, revision, approval, distribution, and archiving of organizational documents, ensuring all documentation is accurate, compliant, and up to date.

2. Scope

This SOP applies to all organizational documents, including but not limited to policies, procedures, manuals, forms, and records.

3. Responsibilities

- **Document Owner:** Initiate and coordinate document updates and reviews.
- **Reviewers:** Assess document content and recommend revisions.
- **Approvers:** Provide final authorization for document release.
- **Document Control Administrator:** Maintain version control, distribute documents, and archive old versions.
- **All Employees:** Use only the current, approved versions of documents.

4. Procedure

1. **Initiating Revision**
   - Identify the need for document revision through periodic review, feedback, or regulatory changes.
   - Submit a revision request to the Document Owner.
2. **Review and Update**
   - Document Owner revises the document and circulates it to designated Reviewers.
   - Reviewers provide feedback and suggest improvements or corrections.
   - Revise document as necessary until consensus is reached.
3. **Approval**
   - Submit the revised document to Approvers for final approval.
   - Record approvals (e.g., signatures, dates) as required.
4. **Version Control**
   - Assign a new version number according to the organizational versioning policy.
   - Update the document header/footer and control log with the new version and effective date.
5. **Implementation and Communication**
   - Distribute the updated document to all affected stakeholders using authorized channels.
   - Communicate key changes and effective dates clearly.
6. **Archiving Previous Versions**
   - Securely archive superseded versions in accordance with record retention policies.
   - Restrict access to archived documents to authorized personnel only.

5. Version Control Table (Template)

Version	Date	Description	Author	Approval
1.0	YYYY-MM-DD	Initial release	Jane Doe	John Smith

6. References

- Company Document Management Policy

- Relevant regulatory standards (specify as required)

7. Document Control

SOP Title: Document Revision and Update Protocols
SOP Number: [insert SOP number]
Effective Date: [insert date]
Next Review Date: [insert date]