

Standard Operating Procedure (SOP): Document Version Control and Sharing Protocols

Purpose: This SOP details **document version control and sharing protocols** to ensure accuracy, consistency, and easy access to all organizational documents. It covers standardized version numbering, revision tracking, authorized editing permissions, secure document storage, and efficient sharing methods. The goal is to maintain document integrity, prevent data loss, and facilitate collaborative workflows among team members.

1. Scope

This SOP applies to all employees, contractors, and partners responsible for creating, editing, storing, or sharing organizational documents.

2. Responsibilities

- Document Owners:** Ensure documents follow versioning and sharing protocols.
- Collaborators:** Respect editing permissions and maintain document integrity during revisions.
- IT/Administrators:** Maintain document storage platforms and enforce access controls.

3. Standardized Version Numbering

All documents must follow the version format: **Major.Minor.Revision** (e.g., 1.2.0)

Type of Change	Description	Example
Major	Significant changes; new sections/features or restructuring	1.0.0 → 2.0.0
Minor	Minor additions, corrections, or enhancements	1.1.0 → 1.2.0
Revision	Typographical or formatting edits	1.2.0 → 1.2.1

4. Revision Tracking and Change Log

- Include a **change log** at the start or end of each document.
- Each log entry should reference the version number, date, author, and a brief description of the change.

Version	Date	Author	Description
1.0.0	2024-06-15	J. Smith	Initial document creation
1.1.0	2024-06-18	A. Doe	Added section on sharing protocols
1.1.1	2024-06-20	M. Brown	Fixed typos

5. Editing Permissions and Access Control

- Assign **editors** and **viewers** via document management systems (e.g., SharePoint, Google Drive).
- Only authorized individuals can create or approve new versions.
- Document owners are responsible for managing permissions.

6. Document Storage and Backup

- Store all official documents in a centralized, secure location (e.g., company cloud storage).
- Enable regular, automated backups of document repositories.
- Retain at least the last 5 official versions for reference and rollback, if necessary.

7. Document Sharing Protocols

1. Share documents using secure, access-controlled links or dedicated collaboration platforms.
2. Disable public sharing and restrict downloads when confidentiality is required.
3. Notify team members of new or revised documents via email or the organization's designated communication tool.

8. Review and Audit

- Review version control compliance quarterly.
- Audit document sharing logs for unauthorized activity.

9. References

- Company IT Security Policy
- Data Retention and Backup Guidelines
- Collaboration Platform User Manuals

10. Revision History

Version	Date	Author	Change Summary
1.0	2024-06-18	Admin	Initial template creation