

SOP Template: Periodic Document Review and Update Schedules

This SOP outlines **periodic document review and update schedules**, detailing the systematic process of regularly evaluating and revising documents to ensure accuracy, compliance, and relevance. It includes defining review intervals, assigning responsibilities, tracking changes, implementing updates, and maintaining version control to support effective document management and continuous improvement within the organization.

1. Purpose

To define a standardized procedure for the periodic review and update of controlled documents, ensuring their continued accuracy, compliance, and relevance.

2. Scope

This SOP applies to all controlled documents within the organization, including policies, procedures, manuals, and forms.

3. Responsibilities

- **Document Owner:** Initiates and leads the review process for assigned documents.
- **Review Group:** Reviews and provides feedback on document content.
- **Quality Assurance (QA):** Verifies completion of reviews, oversees update implementation, and maintains version control.

4. Procedure

1. **Identify Documents for Review:**
 - Maintain a master list of controlled documents with assigned owners.
 - Define and record review intervals for each document type (see Table 1).
2. **Schedule Reviews:**
 - Set calendar reminders at the frequency defined (e.g., annually, biennially).
3. **Conduct Review:**
 - Document Owner reviews content for accuracy, compliance, and relevance.
 - Engage the Review Group, as needed, for subject matter input.
4. **Track and Document Changes:**
 - Record all changes, updates, or decisions in the **Document Change Log** (see Table 2).
5. **Approve and Implement Updates:**
 - Submit revised documents to QA for approval.
 - Once approved, replace current version and circulate updates to relevant stakeholders.
6. **Maintain Version Control:**
 - Update version number, effective date, and archive superseded versions following organizational policy.

5. Review Intervals

Document Type	Review Interval	Responsible Owner
Policies	Every 2 years	Policy Owner/Department Head
Standard Operating Procedures (SOPs)	Every 1 year	Process Owner
User Manuals	Every 1 year	Document Owner
Forms/Templates	Every 2 years or as needed	Department Manager

6. Document Change Log (Template)

Date	Version	Description of Change	Changed By	Approved By
2024-06-15	1.1	Updated review interval for SOPs from 2 years to 1 year	J. Smith	P. Lee

7. Version Control

Version	Date	Description
1.0	2023-01-01	Initial issue
1.1	2024-06-15	Annual review; updated intervals