

SOP Template: Review, Approval, and Continuous Improvement Process

This SOP details the **review, approval, and continuous improvement process for the SOP**, ensuring that all procedures remain accurate, effective, and aligned with organizational goals. It encompasses scheduled reviews, stakeholder involvement, document version control, approval workflows, feedback incorporation, and periodic updates to reflect regulatory changes and operational enhancements. The aim is to maintain the SOP's relevance, compliance, and quality through systematic evaluation and ongoing refinement.

1. Purpose

Establish a formalized process for systematic review, approval, and continuous improvement of Standard Operating Procedures (SOPs), ensuring consistency, accuracy, and ongoing compliance with applicable regulations and organizational standards.

2. Scope

This SOP applies to all SOPs maintained within the organization and involves all stakeholders engaged in SOP management, review, and approval processes.

3. Definitions

- **SOP:** Standard Operating Procedure
- **Stakeholder:** Any individual or group involved in or affected by the SOP
- **Version Control:** Systematic management of revisions to maintain document integrity

4. Responsibilities

- **SOP Owner:** Initiates and leads the review and update process
- **Reviewers:** Provide subject matter expertise and feedback
- **Approver:** Grants final sign-off on the SOP
- **Quality Assurance (QA):** Ensures alignment with regulatory and organizational standards

5. Procedure

Step	Description	Responsible
5.1 Schedule Review	Establish a regular review cycle (e.g., annually or bi-annually) for all SOPs.	SOP Owner
5.2 Initiate Review	Notify relevant stakeholders. Distribute current SOP for comments and suggestions.	SOP Owner
5.3 Collect Feedback	Gather input from stakeholders and reviewers.	SOP Owner/Reviewers

5.4 Revise Document	Incorporate feedback, regulatory updates, and process improvements. Update version number and revision date.	SOP Owner
5.5 Review & QA	Quality assurance reviews changes for completeness and compliance.	QA
5.6 Approval	Obtain final sign-off from the designated Approver.	Approver
5.7 Distribution	Release and communicate updated SOP version to all users. Archive obsolete versions per retention policies.	SOP Owner
5.8 Ongoing Feedback	Encourage continuous feedback and log suggestions for the next scheduled review.	All Users

6. Version Control

- Each SOP revision must have a unique version number and effective date.
- A change log must be maintained, summarizing key updates, rationale, and approval dates.
- Obsolete versions shall be archived as per document retention policy.

7. References

- Organizational policies and document management procedures
- Relevant regulatory guidance

8. Change Log

Version	Date	Description of Change	Approved By
1.0	YYYY-MM-DD	Initial SOP template created	Approver Name