

Standard Operating Procedure (SOP)

Document Creation and Approval Workflow

This SOP details the **document creation and approval workflow**, encompassing the steps for drafting, reviewing, revising, and finalizing documents. It includes roles and responsibilities, version control practices, approval hierarchies, and timelines to ensure accuracy, consistency, and compliance with organizational standards. The procedure aims to streamline the process of producing high-quality documents and secure necessary approvals before distribution or implementation.

1. Purpose

To establish a standardized process for creating, reviewing, approving, and maintaining documents, ensuring all organizational documents comply with quality, regulatory, and procedural requirements.

2. Scope

This SOP applies to all personnel involved in the development, review, approval, and distribution of official organizational documents.

3. Definitions

- **Document Owner:** Person responsible for drafting and updating the document.
- **Reviewer(s):** Individual(s) designated to review the content for accuracy and completeness.
- **Approver:** Person with authority to provide final approval for document release.
- **Version Control:** Systematic tracking and management of document changes.

4. Roles and Responsibilities

Role	Responsibility
Document Owner	Drafts and revises documents; integrates feedback; submits for review and approval.
Reviewer(s)	Evaluates content for accuracy, completeness, relevance, and compliance.
Approver	Grants final approval after ensuring all criteria are met.
Records Manager	Maintains official versions and archives obsolete documents.

5. Procedure

- Drafting**
 - Document Owner prepares the initial draft using official templates.
 - Ensure content is accurate, clear, and conforms to organizational standards.
- Internal Review**
 - Document Owner circulates the draft to designated Reviewer(s).
 - Reviewers provide feedback within **5 business days**.
- Revision**
 - Document Owner revises the draft based on Reviewer comments.
 - Updates document version (e.g., v0.2, v0.3).
- Approval Request**
 - Once finalized, Document Owner submits the document to the Approver.
 - Approver reviews and, if satisfied, provides documented approval within **3 business days**.
 - Any required further changes are made, and the approval process repeats as needed.
- Finalization and Release**
 - Upon approval, document is assigned a new version number (e.g., v1.0).
 - Records Manager archives previous versions and distributes the approved document.

6. Version Control

- Each document version is tracked using version numbers (e.g., Draft v0.1, Final v1.0).
- Changes between versions are recorded in a change log table within the document.
- Retain previous versions for reference as per records retention policy.

7. Approval Hierarchy

- All documents must be reviewed and approved by individuals as per the document type and organizational structure.
- Approval must be documented (signature, digital sign-off, or email confirmation).

8. Timeline

- **Drafting:** As required
- **Internal Review:** Within 5 business days
- **Approval:** Within 3 business days of submission to Approver
- **Finalization and Distribution:** Within 2 business days after approval

9. Related Documents

- Document Control Policy
- Records Retention Schedule
- Official Document Template

10. Revision History

Date	Version	Description	Author
2024-06-09	1.0	Initial Release	[Name]