Standard Operating Procedure (SOP): Document Review and Approval Processes

This SOP details the **document review and approval processes**, encompassing the steps for drafting, reviewing, revising, and finalizing documents to ensure accuracy, consistency, and compliance with organizational standards. It defines roles and responsibilities for reviewers and approvers, outlines timelines for each stage, and establishes protocols for version control and record keeping. The objective is to maintain the integrity and quality of documents across the organization through a structured and transparent approval workflow.

1. Purpose

To establish a standardized process for **drafting, reviewing, approving, and managing organizational documents** to ensure their accuracy, consistency, and compliance.

2. Scope

This procedure applies to all employees involved in creating, reviewing, approving, or managing controlled documents within the organization.

3. Definitions

- **Author:** The individual responsible for drafting and updating the document.
- **Reviewer:** Individuals assigned to review the document for accuracy and content.
- **Approver:** Individual(s) with final authority to approve the document for release.
- **Controlled Document:** Any document subject to formal review and approval.

4. Roles and Responsibilities

Role	Responsibility
Author	Drafts the document, incorporates feedback from reviewers, and updates versions as required.
Reviewer(s)	Reviews and provides feedback/suggestions; confirms document accuracy and compliance.
Approver(s)	Assesses final version for compliance; authorizes release and distribution.
Document Control	Manages document versioning, storage, and archiving.

5. Procedure

1. **Drafting**
   - Author creates an initial draft using the approved template.
2. **Internal Review**
   - Draft is distributed to designated reviewers.
   - Reviewers return feedback/comments within **5 business days**.
3. **Revision**
   - Author incorporates feedback, updates the document, and records changes in the revision history.
4. **Approval**
   - Author submits the revised document to Approver(s).
   - Approver(s) review and indicate approval or request further changes within **3 business days**.
   - Once approved, the document is signed (physically or electronically) and becomes effective.
5. **Document Control and Distribution**
   - Document Control updates version information and stores the approved document in the controlled repository.
   - Superseded versions are archived and appropriately labeled to prevent unintended use.
   - Approved document is distributed to relevant personnel/locations.

6. Timelines

Stage	Timeline
Internal Review	Within 5 business days

Revision	Within 3 business days
Approval	Within 3 business days

7. Version Control

- Each document must include a version number, effective date, author, and approval details.
- Significant changes require a new version number and a summary in the revision history.
- Obsolete versions are clearly marked and archived by Document Control.

8. Record Keeping

- All drafts, reviews, approval records, and distribution lists must be retained in accordance with the organization's records retention policy.
- Records should be stored in approved electronic or physical repositories.

9. References

- Document Control Policy
- Records Management Policy

10. Appendices

- Appendix A: Document Review Checklist
- Appendix B: Document Revision History Template