

# SOP Template: Drafting, Reviewing, and Approval of Legal Documents

This SOP details the process of **drafting, reviewing, and approval of legal documents**, covering initial document creation, collaborative review stages, compliance checks, revisions, and final authorization. It ensures that all legal documents are accurate, legally sound, and approved by authorized personnel to maintain organizational integrity and minimize legal risks.

## 1. Purpose

To standardize the process for drafting, reviewing, and obtaining approval for all legal documents to ensure legal compliance, accuracy, and organizational accountability.

## 2. Scope

This SOP applies to all employees involved in the creation, review, and approval of legal documents, including contracts, agreements, letters, and other legal instruments.

## 3. Definitions

- **Legal Document:** Any written instrument intended to create, alter, transfer, or extinguish legal rights.
- **Document Owner:** The individual responsible for initiating and coordinating the document process.
- **Reviewer:** Individual(s) responsible for reviewing and providing feedback on the document.
- **Approver:** Authorized personnel who provide final approval for the document.

## 4. Responsibilities

Role	Responsibility
Document Owner	Initiate drafting, coordinate reviews, incorporate feedback, and submit for approval.
Reviewer	Review document for accuracy, legal compliance, and completeness. Suggest revisions as needed.
Legal Counsel	Conduct legal review and ensure compliance with applicable laws and standards.
Approver	Provide final authorization of the document.

## 5. Procedure

- Initiation & Drafting**
  - The Document Owner prepares the initial draft using the approved template, referencing relevant policies and past documents as needed.
  - All necessary background information and documentation must be compiled.
- Internal Review**
  - The draft is circulated to designated Reviewer(s) for feedback and edits.
  - Feedback is consolidated and communicated back to the Document Owner.
- Legal Review & Compliance Check**
  - The draft is submitted to Legal Counsel for detailed legal compliance review.
  - All legal and regulatory requirements must be satisfied before moving forward.
- Revision**
  - The Document Owner revises the draft as per feedback from Reviewers and Legal Counsel.
- Final Approval**
  - The final draft is submitted to the designated Approver for official authorization.
  - Approval must be documented (e.g., via signature, email confirmation, or digital approval system).
- Distribution & Archival**
  - Once approved, the document is distributed to relevant parties and archived securely as per organizational policy.

## 6. Documentation & Records

- Maintain all drafts, review comments, approvals, and final versions electronically in a secure, centralized repository.
- Retention periods for legal documents must comply with organizational and regulatory requirements.

## 7. Review & Revision of SOP

This SOP should be reviewed annually or upon significant changes in legal or organizational requirements.

## 8. References

- Organizational policies on document management
- Applicable laws and industry regulations
- Related SOPs (e.g., Contract Management, Document Control)

**Note:** Non-compliance with this SOP may expose the organization to legal risks. Any exceptions must be approved by the Legal Department.