

SOP: Responsibilities for Document Management Roles

This SOP defines the **responsibilities for document management roles**, detailing the duties of document creators, reviewers, approvers, and custodians. It ensures proper document control, version management, secure storage, and timely updates. The objective is to maintain document accuracy, accessibility, confidentiality, and compliance with organizational standards and regulatory requirements.

1. Purpose

To outline the responsibilities assigned to key roles involved in managing documents to ensure accuracy, security, compliance, and effective version control throughout the document lifecycle.

2. Scope

This SOP applies to all personnel involved in document creation, review, approval, distribution, and storage within the organization.

3. Roles & Responsibilities

Role	Responsibilities
Document Creator	<ul style="list-style-type: none">Drafts, edits, and formats documents according to established standards.Ensures content accuracy, clarity, and compliance with applicable policies.Assigns appropriate document classification and retention schedules.Submits documents for review and approval as required.
Document Reviewer	<ul style="list-style-type: none">Reviews draft documents for accuracy, completeness, and compliance.Provides feedback, suggests revisions, and ensures necessary corrections.Confirms all relevant sections are addressed prior to approving for final review.
Document Approver	<ul style="list-style-type: none">Verifies documents meet organizational and regulatory requirements.Grants final approval for release, publication, or implementation.Ensures version control procedures are followed.Records approval with signatures/date or appropriate electronic confirmation.
Document Custodian	<ul style="list-style-type: none">Maintains the official record copy of controlled documents.Ensures secure storage, controlled access, and proper distribution of documents.Implements document control procedures, including version management and archival.Coordinates periodic reviews and facilitates updates or obsolescence as needed.

4. Document Control

- All documents shall be clearly identified with title, version, date, and status.
- Only current, approved versions are distributed for official use.
- Obsolete or superseded documents are promptly removed from active circulation and properly archived.
- Access rights are restricted to authorized personnel only to maintain confidentiality and integrity.

5. Training & Compliance

- All personnel with document management responsibilities must receive relevant training.
- Compliance with this SOP will be monitored via internal audits and periodic reviews.

6. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-07	Initial template release	[Approver Name/Title]