

SOP Template: Review and Approval Workflow

This SOP details the **review and approval workflow** process, outlining the steps for document submission, review stages, feedback incorporation, and final approval. It ensures structured communication, accountability, and timely decision-making to maintain high quality and compliance standards across all organizational processes.

1. Purpose

To establish a standardized process for the review and approval of documents, ensuring clarity, efficiency, and compliance with organizational requirements.

2. Scope

This procedure applies to all official documents requiring formal review and approval prior to implementation or distribution across the organization.

3. Roles and Responsibilities

| Role | Responsibility |
|------------------|--|
| Document Owner | Prepares and submits documents for review; ensures completeness and accuracy. |
| Reviewer(s) | Reviews document content for accuracy, compliance, and quality; provides feedback within designated timeframe. |
| Approver | Final authority to approve or reject the document; confirms that review comments have been addressed. |
| Document Control | Maintains records, tracks document status, and ensures proper version control. |

4. Workflow Steps

- Document Preparation:** Document Owner prepares the draft, ensuring it meets format and content guidelines.
- Submission:** Document is submitted to the designated Reviewer(s) through the official channel (e.g., document management system).
- Initial Review:** Reviewer(s) examine the document for accuracy, completeness, compliance, and quality. Comments and suggested changes are recorded.
- Feedback Incorporation:** Document Owner addresses Reviewer feedback, revises the document, and resubmits as needed.
- Final Review:** Reviewer(s) confirm all feedback has been addressed. If further changes are required, steps 3-4 are repeated.
- Approval Submission:** Once satisfactory, the document is forwarded to the Approver for final sign-off.
- Final Approval/Rejection:** Approver reviews, approves, or rejects the document. Reason for rejection must be documented.
- Document Control:** Approved documents are archived, versioned, and made accessible as appropriate.

5. Documentation & Records

- Retain all versions and review logs in the document management system.
- Track approval dates, responsible individuals, and change history.

6. Review and Revision

This SOP is to be reviewed annually or as necessary to ensure its effectiveness and alignment with organizational needs. All changes must follow this review and approval workflow.

7. References

- Document Management Policy
- Compliance and Quality Assurance Guidelines