

Plan Maintenance and Review Log

Date	Version	Reviewed By	Changes Made	Next Review Due
2024-01-15	1.0	Jane Smith	Initial creation of plan document	2025-01-15
2024-06-01	1.1	John Doe	Updated contact information	2025-01-15
2025-01-20	2.0	Mary Lee	Annual comprehensive review; revised procedures	2026-01-20

Important Notes:

- This log ensures all plan changes and reviews are tracked over time.
- Review and update plans at least annually, or after significant events.
- Clearly document who performed each review and what was changed.
- Retain all versions and logs for audit and compliance purposes.
- The review log should be accessible to all relevant stakeholders.