Review, Revision, and Approval Process Format

1. Document Information

Document Title	Review, Revision, and Approval Process Guideline
Document Number	DOC-001
Version	1.0
Prepared By	Jane Doe
Date	2024-06-30

2. Review and Revision History

Date	Version	Description of Change	Author
2024-06-20	0.9	Initial draft	Jane Doe
2024-06-27	1.0	Finalized for publication	Jane Doe

3. Review and Approval Table

Name	Role	Review/Approval	Date	Signature
John Smith	Reviewer	Reviewed	2024-06-28	
Emily Brown	Approver	Approved	2024-06-29	

4. Process Workflow

1. Draft document is prepared by the document owner.
2. Document is circulated for review among relevant stakeholders.
3. Comments and revisions are incorporated as required.
4. Final version is sent for approval.
5. Upon approval, the document is released and distributed.

Important Notes:

- Maintain an up-to-date revision history for all updates and changes.
- Ensure clear accountability by listing names and roles for reviewers and approvers.
- Circulate documents for review well in advance of deadlines.
- Place approved documents in a central, accessible repository.
- Signatures may be digital or handwritten, as per company policy.