

Approvals and Sign-off Sheet

Document Title: _____

Document Number: _____

Version: _____

Date: _____

Approval Table

Name	Title / Position	Department	Signature	Date	Comments
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Distribution List

Name	Title / Position	Department	Date Distributed
_____	_____	_____	_____
_____	_____	_____	_____

Important Notes

- All relevant stakeholders must review and sign this sheet prior to document implementation.
- Ensure that all signatures are dated.
- Update the approval table whenever a new version of the document is released.
- Keep completed sign-off sheets for audit and reference purposes.
- Electronic signatures may be used where permitted by policy.