

Standard Operating Procedure (SOP)

Title: Document Approval Process

SOP Number: SOP-DA-001

Effective Date: 2024-06-01

Revision: 2.0

PURPOSE

To outline the standardized procedure for preparing, reviewing, and approving company documents to ensure consistency and compliance with organizational standards.

SCOPE

This SOP applies to all employees involved in the preparation, review, and approval of controlled documents within the organization, including policies, manuals, and work instructions.

RESPONSIBILITIES

- Document Owner:** Prepares and maintains the initial draft of documents.
- Reviewers:** Evaluate the document for accuracy and completeness.
- Approver:** Gives final authorization for implementation and distribution.

PROCEDURE

- Document Owner drafts the document using the current template.
- Document is routed to assigned Reviewers for feedback.
- Reviewers provide comments and suggest revisions.
- Document Owner amends the draft accordingly.
- Final draft is submitted to Approver for authorization.
- Once approved, the document is issued and distributed to relevant personnel.

REFERENCES

- Document Control Policy
- Company Quality Manual

REVISION HISTORY

Revision	Date	Description	Approved By
1.0	2023-01-15	Initial release	Jane Doe
2.0	2024-06-01	Procedure clarified; section headings updated	John Smith

- Clear section headings improve document navigation and readability.
- Visual heading hierarchy assists users in quickly identifying relevant sections.
- Standardized formatting ensures compliance and consistency across documents.

- Always update revision history with every procedural or format change.
- Ensure sections are tailored to your organization's specific requirements.