**Document Control
Standard Operating
Procedure (SOP) Template**

Document Control SOP

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| Procedure Name |
|   |
|   |   |   |   |   |   |
| SOP Number | Author | Date |
|   |   |   |

|  |  |
| --- | --- |
| Purpose |   |
| Briefly describe why this SOP exists and how it supports the goal of maintaining controlled documents effectively. |
| Scope |  |
| Define which documents are controlled under this SOP and to which departments or processes it applies. |
| Responsibility |  |
| Identify who is responsible for document control tasks, such as creation, approval, and distribution. |
| Materials |  |
| List the specific tools, software, or resources required for document control (e.g., management systems, templates). |

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| --- | --- |
| Procedure |  |
| Provide a step-by-step outline for creating, reviewing, approving, revising, and distributing documents. |
| Verification / Documentation |  |
| Explain how to verify documents for accuracy and how to track changes and approvals. |
| Archiving Conventions |  |
| Detail how and where documents are archived, including retention periods and access controls. |

Definitions

Define key terms used in this SOP to clarify document control processes (e.g., "revision," "owner").

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| --- | --- |
| Term | Definition |
|   |   |
|   |   |
|   |   |

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| Systems |   |
| Describe the systems used to store and manage controlled documents. |
| References |  |
| List relevant standards, guidelines, or documents that support this SOP. |

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