**Document Version**

**Control Template**

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Document Version Control

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| Department / Organization Title |
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|   |   |   |   |   |   |
| Standard Operating Procedure (SOP) ID | Version No. | Effective Date |
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## Authorship and Approval

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| --- | --- | --- | --- | --- |
| Name | Designation | Role | Action Date | Signature |
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## Document Revision History

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| --- | --- | --- |
| Version No. | Action Date | Summary of Revisions |
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# 1. Purpose

Briefly describe why this document exists, focusing on the goals of version control and document management.

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# 2. Scope

Define which documents and processes are covered by the version control procedure.

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# 3. Procedure

## 3.1 Development and Management of Data Management Templates

### 3.1.1 Purpose

Explain the goal of developing and maintaining templates, ensuring they meet organizational needs and compliance guidelines.

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### 3.1.2 Template Creation Plan

Outline the process for creating new templates, including responsibilities and review requirements.

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### 3.1.3 Template Review Protocol

Describe how and when templates should be reviewed, and what actions are taken when revisions are needed.

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## 3.2 Document Plan for Versioning

### 3.2.1 Version Identification

Explain the method for assigning version numbers to documents, including major and minor revisions.

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### 3.2.2 Version Review Process

Detail the steps required for reviewing a document version and maintaining alignment with current standards and updates.

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## 3.3 Document Management Protocols

### 3.3.1 Document Distribution and Archiving Plan

Describe the process for distributing, archiving, and labeling documents, including ensuring obsolete documents are not used.

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# 4. Relevant Documents and References

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| SOP and WPD |

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