

# Document Version Control Template – Example

## Document Version Control

Department / Organization Title

Global Health & Wellness

| Standard Operating Procedure (SOP) ID | Version No. | Effective Date |
|---------------------------------------|-------------|----------------|
| GHW-SOP-04                            | 1.0         | May 15, 2023   |

### Authorship and Approval

| Name             | Designation      | Role     | Action Date | Signature                                    |
|------------------|------------------|----------|-------------|----------------------------------------------|
| Alexandra Watson | Technical writer | Author   | 05/01/2023  | See retained approval email dated 05/01/2023 |
| Brian Gorman     | Quality Manager  | Reviewer | 05/05/2023  | See retained approval email dated 05/05/2023 |
| Olivia Kennedy   | Project Lead     | Approver | 05/10/2023  | See retained approval email dated 05/10/2023 |

### Document Revision History

| Version No. | Action Date | Summary of Revisions                                                         |
|-------------|-------------|------------------------------------------------------------------------------|
| 1.0         | 05/10/2023  | Initial release of document                                                  |
| 1.1         | 06/15/2023  | Updated formatting and added definitions to Section 3                        |
| 2.0         | 07/05/2023  | Major overhaul of the document to include new template management procedures |

## 1. Purpose

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

The purpose of this document is to establish a version control system that ensures all documents are reviewed, approved, and tracked throughout their lifecycle. This helps maintain consistency and compliance with organizational and regulatory requirements.

## 2. Scope

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

This procedure applies to all controlled documents within the company's data management framework, including templates, guidelines, and work instructions.

## 3. Procedure

### 3.1 Development and Management of Data Management Templates

#### 3.1.1 Purpose

Our aim is to provide a standardized method for creating, reviewing, and maintaining templates for data management to ensure accuracy, usability, and compliance with internal and external regulations.

#### 3.1.2 Template Creation Plan

All new templates must be drafted by the document owner and follow the approved format. The draft is reviewed by relevant stakeholders and submitted for approval before being implemented.

#### 3.1.3 Template Review Protocol

Templates should be reviewed annually or following any significant changes to related processes. Reviews must be documented, and necessary revisions should be made to reflect the latest requirements.

### 3.2 Document Plan for Versioning

#### 3.2.1 Version Identification

Each document will have a unique version number in the format "X.Y," where X denotes major revisions and Y denotes minor updates. Any substantive changes to content will result in a major revision, while formatting edits or grammar corrections will be classified as minor.

#### 3.2.2 Version Review Process

When a document is due for review, the assigned reviewer must compare the current version to any new regulatory guidelines or internal process updates. After review, any necessary changes must be captured in the revision history.

### 3.3 Document Management Protocols

#### 3.3.1 Document Distribution and Archiving Plan

All approved document versions will be stored in a centralized document management system with appropriate access controls. Archived versions will be retained for audit purposes and must be clearly marked as obsolete to prevent unintentional use.

## 4. Relevant Documents and References

SOP and WFO

# Word Document Delphi Component Example

**Marco Cant?**



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