DOCUMENT CONTROL SOP TEMPLATE

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SOP NO.	AUTHOR	DATE

PROCEDURE NAME

PURPOSE	Describe who the SOP is for and why it is necessary.
SCOPE	Describe the types of documents to be included in a version control system.
RESPONSIBILITIES	Detail who will maintain the document control system and this SOP.
VERSION CONTROL PROCEDURES	Describe your naming, numbering, and dating conventions for your documents. Include details of page and document formatting conventions. Add a graphic example to the procedure or as an appendix. List any differences between conventions for each type of document.
ARCHIVING CONVENTIONS	Describe how and when documents are archived.
REFERENCES	List any referral documents, if required.

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