

SOP Documentation Template

Document header, revision history log and SOP register for every SOP in your set.

Part 1: Document Header

Fill in one header at the top of each SOP. Name it with the pattern SOP-[Department]-[Process Name], for example SOP-HR-001.

FIELD	VALUE
SOP ID	
Title	
Department	
Version	
Effective date	
Owner (the person who runs the process now)	
Approver (signs off before a new version goes live)	
Review cadence	
Next review date	

Part 2: Revision History Log

Add one row per version. Record what changed, why, when and who made the change.
Archive the previous version instead of overwriting it.

VERSION	DATE	WHAT CHANGED	WHY	CHANGED BY

VERSION NUMBERING

Start at v1.0. A minor change, such as correcting a step or updating a link, moves the version to v1.1. A major change moves it to v2.0. Put the date of the last update in the header.

Part 3: SOP Register

List every SOP in one place, with its owner, the version that is live and when it is next due for review.

SOP ID	TITLE	OWNER	LIVE VERSION	NEXT REVIEW DATE

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EXAMPLE REVIEW CADENCE

Compliance, onboarding and customer-facing SOPs every 6 months. Financial and IT SOPs annually. Also review an SOP whenever its process, tool or rule changes.

Setup Checklist

- ☐ Use one shared template with these header fields for every SOP
- ☐ Agree on one central, searchable location everyone can reach
- ☐ Name one owner per SOP and one person accountable for the whole set
- ☐ Decide who signs off before a new version goes live
- ☐ Set the review cadence, plus reviews triggered by process, tool or rule changes
- ☐ When an SOP changes: update it, announce the change, collect acknowledgment for compliance-critical SOPs, and verify the new version is in use