



ZIBU Health Institute

SOP for Document Control

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SOP FOR DOCUMENT CONTROL

Purpose

To control institutional documents and records.

Procedure

Step 1: Document Creation

Each document must include:

- Title
- Code
- Version number
- Approval details

Step 2: Review & Approval

Documents must be reviewed before approval.

Step 3: Distribution

Only controlled copies may be distributed.

Step 4: Revision Control

All revisions must:

- Be documented
- Include revision history
- Replace obsolete versions

Step 5: Archiving

Archived documents shall be securely maintained.

Responsibility

Quality Management Cell.