

Standard Operating Procedures (SOP) for:			
Document Control within JRMO			
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Purpose and Objective:	
To document the process of document control within the JRMO. Please note creation, maintenance and distribution of SOPs are detailed in SOP 30.	
Scope:	
This SOP applies to staff within the JRMO. To assess the need for documents to be controlled, the following should be considered: <ul style="list-style-type: none"> • Is this an SOP associated document? • Do multiple staff use the same documents? • Is this document in place to ensure regulations or policies are met and adhered to? • Is the document a template with fields that should not be changed? 	
Relevant SOPs	
This SOP is closely linked with: SOP 30 Creating, maintaining and distributing JRMO SOPs	

SOP Text		
	Responsibility	Activity
1.	All JRMO staff	If the need for a form/document to be created or changed is identified, highlight it to the team leader or section Operations Manager.
2.	Operations Manager	Identify all documents used within the JRMO teams which must be standardized, and consistent for all staff. It is the responsibility of the Operations Managers to ensure that their teams' documents are regularly reviewed. If a team member identifies a need for change or addition of a document the Operation Manager will review and decide if the change or document is needed, appropriate and if applicable within current guidelines and legislation. Ensure the QA manager is aware of all such documents (new and/or updated) and is provided with a copy.
3.	QA manager	Create and maintain a document control list of all documents highlighted by Operations Managers or senior managers in the JRMO. Every document should have an owner, and this should be a role (job title) rather than a named person. Most often, this should be the relevant Operations Manager. When informed of any additional forms or changes to existing documents, these should be added/updated on the document control log and uploaded to ReDA as appropriate (please note if the document is also an SOP associated document, the need to change the SOP should be assessed and highlighted if an update to the SOP is also needed).

		<p>A copy of the document control log should be uploaded to the document store of ReDA along with a copy of each document. Documents should be uploaded in a format appropriate to their use.</p>
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Change Control

This section outlines changes from version 2.0 to version 3.0 of this SOP.

Section Changed	Summary and description of change
General	QA Manager responsibilities
General	Typos and grammar corrections.

Uncontrolled if printed