
Administration, Coordination and Management

SOP: Writing & Versioning of Documents

PURPOSE

To describe the procedure for authorship, review, authorisation, issue and control of documents.

SCOPE

This procedure applies to the development of documents for public access, including standard operating procedures (SOPs) by the Sickle Africa Data Coordinating Centre (SADaCC). It does not apply to contact lists, agendas, minutes and 'living' documents that are used only for internal purposes.

GLOSSARY/DEFINITIONS

SADaCC	Sickle Africa Data Coordinating Centre at the University of Cape Town
SOP	Standard Operating Procedure: Detailed written instructions to achieve uniformity of the performance of a specific function.

RESPONSIBILITIES & PROCEDURES

- The SADaCC leadership will delegate authorship and review of documents including SOPs to appropriately qualified and experienced personnel.
- Each document has 'SADaCC', 'SPARCO' and 'SPAN' logos its header.
- Each document explains acronyms/abbreviations in full the first time they are used and/or includes a glossary.
- Processes that are mandatory are described using 'should', 'must' etc., while processes that are recommended are described using 'may', 'could' etc.
- The first draft version of a document is labelled 0.1 and the first signed-off version of a document is labelled published version 1.0. Minor changes are indicated by .1 increment in the version numbers, until the next signed off version is indicated by a 1-point increment.
- The name and version (including the date) of each document should be clearly indicated in the document footer. The page number should also be clearly indicated in the footer.
- Each document should have a named author, internal reviewer, external reviewer and authorizer. Sometimes a group can act as author or reviewer. The author develops a draft/amended document and forwards to the internal reviewer. The reviewer proof-reads the document, checks that the format and version are appropriate and provides suggestions for improvements to the author. The

author then forwards the document to the external reviewer. The external reviewer also proof-reads the document, checks that the format and version are appropriate and provides further suggestions for improvements to the author. Sometimes a second level of external review may be necessary, following the same process. Once finalized, the author forwards the document to the authorizer. The authorizer signs off the document and the document status is changed to 'published'.

E.g.:

Document Name_Draft version 0.1 (28 Jan 2017) – by author

Document Name_Draft version 0.2 (14 Feb 2017) – by internal reviewer

Document Name_Draft version 0.3 (21 Feb 2017) – reworked by author

Document Name_Draft version 0.4 (28 Feb 2017) – by external reviewer

Document Name_Published version 1.0 (03 Mar 2017) – by authorizer

- The document's published version history should be summarized at the end of each document.

E.g.:

Version No.	Date	Authorizer	External Reviewer	Internal Reviewer	Author	Details of changes
1.0	03 Mar 2017	Dr James Smith	Mrs Norma Jones	Dr John Black	Dr Jack Adams	n/a (first version)
2.0	09 Mar 2018	Dr James Smith	Mrs Norma Jones	Dr Jenna Johnason	Dr Jack Adams	Updated section X to reflect Y.

Version No.	Date	Authorizer	External Reviewer	Internal Reviewer	Author	Details of changes
				Ambroise Wonkam	First Data Management Workshop participants	n/a (first version)