

<b>Document Version Control</b>	
<b>SOP ID: SHLS-S-006 V2.0</b>	
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### Document History

<b>Version</b>	<b>Description of Update</b>	<b>Date Effective</b>
2.0	Periodic Review	02/04/2024
1.0	First Release	01/03/2021

#### 1. Purpose

1.1 To outline the procedure for a unified approach to version control of documents in line with GCP and the UK Policy Framework for Health and Social Care Research.

#### 2. Scope

2.1 All GCU SHLS staff members involved in the preparation, control, maintenance, implementation and use of research documents.

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### **3. Responsibilities**

- 3.1 GCU SHLS staff members who create, maintain and implement research documents must ensure that version control is maintained on all documentation and that an audit trail of version controlled documents is available.

### **4. Procedures**

#### **4.1 Definitions**

- 4.1.1 Version control is the management of multiple revisions to a document. Version control allows for the ability to tell one version of a document to another.

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## 4.2 Version Control

### 1. Create the Document

- Save the document according to file naming best practice. Ensure the version is stated within the file name.

### 2. In-Text Identification

- Ensure the current version of the document is noted within the body of the text. For example, in the footer of the page.

### 3. Version Number (Pre Approvals)

- Named as version "0.1" ensuring this is within the file name of the saved document.
- All changes made prior to approval from an ethics committee should be numbered (0.2; 0.3; 0.4 etc)

### 4. First Final Version

- When the document is sent to an ethics committee for approvals it should be version 1.0

### 5. Changes to Final Version

- Changes/revised final versions put back into draft become X.1; X.2; X.3 etc

### 6. Further Final/ Approved Documents

- Amendments sent to ethics committees for approvals increase version number by "1.0" e.g 1.0; 2.0; 3.0 etc

4.2.1 Researchers must ensure that any changes to documents have approval from relevant ethics committees. No document requiring ethical approval can be provided to research participants until approvals have been received.

4.2.2 All versions of a document must be held by the research team during the study to allow for review of all versions. It is recommended that researchers use a version control document to track the changes made to documents throughout a study (SHLS-T-006A).

## 5. Referenced and Related Documents

- SHLS-T-006A: Document Version Tracker

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**6. Abbreviations and Definitions**

GCP – Good Clinical Practice

GCU - Glasgow Caledonian University

SHLS - School of Health and Life Sciences

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