Document Control Tracker Example

Research Protocol

Version Number	Author	Changes	Date
0.1	John Smith	Initial draft	01/06/2021
0.2	John Smith	Redraft after review from working group	15/06/2021
0.3	John Smith	Minor spelling changes	16/06/2021
0.4	John Smith	Redraft after PPI group review	02/07/2021
1.0	John Smith	Minor layout changes, text content not amended. Version sent to ethics board for approvals	14/07/2021
2.0	John Smith	Redraft of document contents. Sent to ethics committee as an amendment.	21/10/2021
2.1	John Smith	redraft - Minor grammar updates	30/11/2021