

**STANDARD OPERATING PROCEDURE**

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| --- | --- |
| **Reference Number** | **MMUHTA\_017** |
| **Title** | **Document Control** |
| **Effective Date** | **19th January 2023** |
| **Review Date** | **3rd March 2025** |
| **Superseded Version Number & date** | **1.0 3rd March 2023** |
| **Author** | **Sarika Ellul** |
| **Reviewer** | **Alison Lloyd** |
| **Authorisation** | **Designated Individual****Professor Degens** |

# Background

The University has introduced a quality management system for the governance of the acquisition, storage, and use of human tissue.

This system will ensure that all work is carried out to the highest standard and that the University complies with the licensing obligations of the Human Tissue Act (HTA, 2004).

This SOP forms part of a suite of SOPs (MMUHTA\_001 – MMUHTA\_019) that support implementation of the quality management system and should be used as directed in Manchester Metropolitan University’s HTA Code of Practice.

# Purpose

The purpose of this SOP is to describe and standardise version control within HT SOP documents.

# Procedure

## Process for a new / updated SOP version control

## Included control measures and version numbering convention

1. Each document needs to have the University logo, document type and table below added at the beginning:



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| **Title** | **Document Control** |
| **Effective Date** | **Date / Month / Year** |
| **Review Date** | **Date / Month / Year (in 2 years’ time after the effective date)** |
| **Superseded Version Number & date** | **Version Number and date** |
| **Authorisation** | **Designated Individual****DI Title and Full name** |

1. Draft versions should be clearly labelled as ‘\_DRAFT’ in their filename.
2. All SOPs must be allocated a version number and dated. Version number should range between .0 up .9, for example, V1.1 … V1.9, V2.0 … etc and this should be included file name.
3. Filename should start with ‘MMUHTA\_’, number of SOP within HT SOP suite e.g., ‘017’, space and ‘SOP title’ space and version number such as ‘V1.0’. For example, in this case it would be ‘MMUHTA\_017 Version Control V1.0’.
4. The version number and date should be visible on printed versions of the document by including an info textbox in the footer on the right-hand side as below:

Current only on day of printing

Check the University website for most recent version

V1.0 Day / Month / Year

1. The SOP number should be included in the middle of the header along with MMUHTA, e.g., ‘MMUHTA\_017’.
2. The table below should be included at the end of each document. Any changes to the document should be recorded in the table by giving the document a new version number, the reason for change and date the change was made on.

**Version control**

|  |  |  |
| --- | --- | --- |
| **Version** | **Reason for change** | **Date** |
| 1.0 | N/A | Date / Month / Year |
|  |  |  |
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1. Page numbers are added on the left-hand side of the footer with the formatting style that can be seen in this SOP.
2. Where possible, font style used can be Arial and font size 11.

# Circulation of new / updated SOPs

When a new / updated version of a SOP is issued, the HT compliance team should ensure that:

* the document has been placed on SharePoint under the SOP folder
* the previous version of the document is retained on SharePoint under the ‘SOP- superseded versions’ folder and clearly marked as ‘SUPERSEDED\_’ in the beginning of the filename
* all HT users are made aware of the changes to the document
* a copy has been sent to Research and Governance so it can be uploaded to the REG pages
* all stocks of previous versions of paperwork held at site have been destroyed (if applicable)

# Version control

|  |  |  |
| --- | --- | --- |
| **Version** | **Reason for change** | **Date** |
| 1.0 | N/A | 19th January, 2023 |
| 1.1 | Author & Reviewer fields added to title table + changed writing to state ‘SOPS (MMU-HTA001 – MMU-HTA019)’ rather than SOPs (MMU-HTA001 – MMU-HTA018) + Standard font size changed to 11 + minor grammatical & formatting changes | 3rd March, 2023 |
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