



1. Purpose

This SOP describes the policies, procedures, and recordkeeping requirements for all documents (SOPs, Instructions, Forms, Manuals) subject to document control at SIR LANCELLOT LOGISTICS.

To ensure that all parties are using the most current approved document, the current electronic version must be verified prior to use. If a printed copy is challenged, record control verification shall be performed, including confirmation that the version number listed in the footer matches the current approved electronic version.

All printed copies of any controlled document are considered uncontrolled unless verified through this process.

Exceptions:

The SIR LANCELLOT LOGISTICS Quality Manual and Operations Control Manual shall never be accessed or retained in printed form.

All controlled documents and associated records shall be created, revised, approved, stored, and retained in accordance with Good Documentation Practice (GDocP) and ALCOA+ data integrity principles.

2. Scope

This SOP describes the SIR LANCELLOT LOGISTICS process for:

- Approval of controlled documents
- Creation and naming of all controlled documents
- Revision of controlled documents
- Version and revision control
- Storage and access of controlled documents

3. Policy

3.1 Responsibilities

- **Senior Management**
 - Approves all new controlled documents covered under the scope of this SOP.



- **Quality Manager**
 - Approves all revisions to controlled documents
 - Ensure compliance with GDocP and ALCOA+ principles
 - Maintains the integrity of document control within the QMS

3.2 Procedure

3.2.1 Creation of New Documents

- All controlled documents must use the approved template corresponding to the document type.
- Templates include:
 - A prebuilt header containing the company logo and document title placeholder
 - A prebuilt footer containing the document naming convention placeholder
- Each document shall include a standard naming convention in the footer to ensure precise identification, consisting of the following elements:

I. Document ID

- FRM – Form
- SOP – Standard Operating Procedure
- OPS – Operations
- TRA – Training
- QMS – Quality
- SEC – Security
- CI – Client Instruction
- WI – Work Instruction
- CPA – Corrective and Preventive Action



II. Department ID

- OP – Operations
- QA – Quality
- WA – Warehouse

III. Document Title and Version

- Documents shall be named using a clear, descriptive title (e.g., *Document Control SOP*, *Operations Control Manual*, *SIR LANCELLOT LOGISTICS Visitor Log*).
- Following the document title, the version number shall be listed as **v.X.Y** (e.g., v.1.0, v.2.4).
- There shall be **no space** between the lowercase “v.” and the version number.
- Version numbering shall follow the numerical range:
 - 1.0–1.9, 2.0–2.9, etc.

IV. Separation Format

- A hyphen shall be used to separate the Document ID, Department ID, and Document Title with Version.

Examples:

- FRM-OP-SIR LANCELLOT LOGISTICS Visitor Log v.1.3
- SOP-QA-Document Control v.1.0

3.2.2 Revision of Documents

- Proposed changes to controlled documents may be submitted in writing by any team member to the Quality Manager.
- The Quality Manager shall review and approve or reject proposed changes.
- The changes approved shall be documented in the Revision Control section of the document.
- Changes become effective only upon:
 - Approval by the appropriate authority, and
 - Release of the updated version to Sirlancelotportal.com



3.2.3 Revision Control

- All changes to controlled documents must be documented in the Revision Control section of the document.
- The Quality Manager shall determine whether changes constitute minor or major revisions.

Minor revisions include editorial updates or clarifications that do not alter document intent, responsibilities, or regulatory expectations. Minor revisions may be accumulated and released on a scheduled basis (e.g., monthly or quarterly).

Major revisions include substantive changes to document content, structure, responsibilities, processes, or regulatory alignment. Major revisions shall be implemented immediately and shall result in a whole-number version change (e.g., v.1.2 → v.2.0).

3.2.4 Storage of Documents

- All controlled documents shall be published and maintained within Sirlancellotportal.com, which serves as the single source of truth.
- Access to controlled documents shall be read-only for all personnel except Senior Management and the Quality Manager.
- Team members shall access the current electronic version of documents as needed for each shift or task.
- When a new document or a high-impact revision is released, the Quality Manager shall notify the team accordingly.
- Printed copies of controlled documents are considered uncontrolled and shall only be used when necessary.
- Superseded or obsolete documents shall be removed from active access to prevent unintended use.
- The Quality Manager is responsible for maintaining document folders free of obsolete versions and unnecessary clutter.



4. Definitions

Controlled Document

An approved document maintained within the QMS and subject to version control.

Uncontrolled Document

A printed or copied document that is not verified against the current approved electronic version.

Effective Date

The date on which an approved document becomes active and authorized for use following publication.

Minor Revision

A non-substantive change that does not impact document intent, responsibilities, or regulatory requirements.

Major Revision

A substantive change impacting document content, structure, responsibilities, or regulatory alignment.

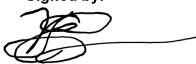
Good Documentation Practice (GDocP)

Practices that ensure documentation is accurate, complete, consistent, and reliable throughout its lifecycle, in accordance with ALCOA+ principles.



REVISION CONTROL

The following is the revision history for this document.

Version	Change Description	Eff Date	Approver	Approver
1.0	Creation	14 June 2023		
1.1	Company Name and Logo Updated	19 JUN 2024		
2.0	Complete revision of SOP. Updated structure, clarified responsibilities, aligned documentation control practices with GDocP and ALCOA+ principles. Supersedes all previous versions.	03 MAR 2026	DocuSigned by: <i>Bill Maloney</i> C34D253392F940F... 3/3/2026	Signed by:  213BC8E41A9D48A... 3/3/2026

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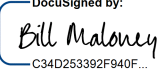
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Sent: 3/3/2026 6:15:51 AM
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/3/2026 6:15:51 AM
Certified Delivered	Security Checked	3/3/2026 8:30:42 AM
Signing Complete	Security Checked	3/3/2026 8:36:56 AM
Completed	Security Checked	3/3/2026 8:36:56 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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