Title	Document Management
SOP Code	303.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

Signature requirements for document management, including document retention and to documents submitted to the Research Ethics Board as well as to all REB administrative documents.

2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

All REB members

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP303.001	15-Sept-2014	Original version
SOP303.002	08-Mar-2016	5.3.2: revised to state securely housed with removal of the reference to an onsite location.
SOP303.003	08-Mar-2019	5.1.2: deletion of ‘signed’ from first bullet; 5.3.1: deletion of ‘and to centre and Researcher profiles’; 5.4.1: deletion of ‘as well as to organizational official(s)’; 5.4.2: deletion of ‘other’ and ‘guest’
SOP303.004	15-May-2023	5.4.4: