# Version Control Policy

**Purpose:** This document outlines the policies and procedures for source code version control to ensure consistency, traceability, and quality across all software development activities.

## 1. Scope

This policy applies to all software development and maintenance projects carried out by the {teamName} under the direction of {departmentName}.

## 2. Version Control System

All code repositories must use the approved version control system: **{versionControlSystem}**. This includes all project-related code, scripts, and configuration files.

## 3. Repository Structure

Repositories should be structured as follows:

* **main:** Stable, production-ready code
* **develop:** Integration of features before moving to main
* **feature/**{featureName}: For active development of individual features
* **hotfix/**{hotfixName}: For immediate fixes to production issues

## 4. Branching Policy

The following guidelines should be observed when creating and managing branches:

{#branchingPoints}

* **{title}:** {description}

{/branchingPoints}

## 5. Commit Requirements

* Commits must follow the standard message format: {commitFormat}
* Each commit must be associated with a task/ticket ID ({ticketPrefix}-{ticketNumber})
* Do not commit broken or untested code to shared branches

## 6. Tagging and Releases

|  |  |  |
| --- | --- | --- |
| **Version Tag** | **Description** | **Release Date** |
| {#releaseTags}{tagName} | {tagDescription} | {releaseDate}{/releaseTags} |

## 7. Access Control

Access rights to repositories will be managed by {repositoryAdministrator}. Roles are assigned based on the following structure:

|  |  |  |
| --- | --- | --- |
| **Role** | **Permission Level** | **Assigned To** |
| {#roles}{roleName} | {permissionLevel} | {assignedTo}{/roles} |

## 8. Code Review Policy

All code changes must be reviewed and approved prior to merging into the **develop** or **main** branches.

{#codeReviewRequired}

* Minimum reviewers per pull request: **{minReviewers}**
* Approval required from: **{reviewerRoles}**

{/codeReviewRequired}

{^codeReviewRequired}

Code review is not mandatory for this project.

{/codeReviewRequired}

## 9. Backup and Retention

Repositories will be backed up to {backupLocation} on a **{backupFrequency}** basis. Backups will be retained for **{retentionPeriod}**.

## 10. Non-Compliance

Failure to follow this policy may result in restricted access to repositories or other disciplinary measures as determined by {policyOwner}.

## 11. Document History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Modified By** | **Changes** |
| {#documentHistory}{version} | {date} | {modifiedBy} | {changes}{/documentHistory} |