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| Standard Operation ProcedureAnnual Review of SOPs | | |
| *Initial Issue Date*: September 30, 2014 | **Procedure:**  Annual Review of SOPs | *Section:* |
| *Title: Annual Review of SOPs* | | *Document Number:* |
| *Approved by:* | | Page 1 |

1.0 **Purpose:**

The purpose of this procedure is to ensure that all SOPs are maintained so they are up-to-date and accurate. This procedure also ensures that all faculty, staff, researchers and students know and implement the procedures for proper and safe lab work.

2.0 **Scope:**

This procedure applies to all faculty, students, staff and researchers using the facility.

1. **Protocol:**
2. SOPs are to be reviewed and up-dated annually.
3. SOP revisions must be approved by the supervisor or lab manager and the approval and revision date documented on the SOP.
4. Any revisions to an SOP must be documented on the log sheet located at the front of each SOP section.
5. All SOPs must be reviewed annually by all lab members and documented with a signature and date on the log sheet located at the front of each SOP section.