

Standard Operating Procedure (SOP)

Supervisor/Manager Review and Approval Process

Purpose:

This SOP details the **supervisor/manager review and approval process**, outlining the steps for reviewing documents, verifying compliance, providing feedback, and granting final approval. It establishes clear roles and responsibilities, ensures consistency and accuracy in decision-making, and promotes accountability. The procedure aims to streamline workflow, maintain quality control, and support effective management oversight in organizational operations.

Scope:

This procedure applies to all documents, forms, and records requiring supervisor/manager review and approval within the organization.

Definitions:

- **Reviewer:** The supervisor or manager responsible for assessing the submitted document or task.
- **Originator:** The individual who prepares and submits documents/tasks for review.
- **Approval:** Confirmation that documents or tasks meet required standards and are authorized for implementation.

Roles and Responsibilities:

Role	Responsibilities
Originator	Prepare and submit documents/tasks for review; address feedback as required.
Supervisor/Manager (Reviewer)	Review submissions for accuracy and compliance; provide feedback; grant or decline approval.
Quality Assurance (optional)	Verify that review and approval steps comply with organizational policies.

Procedure:

1. **Submission:** Originator submits the document or task to the supervisor/manager for review with all relevant supporting materials.
2. **Initial Review:** Supervisor/manager reviews documentation for completeness, accuracy, and compliance with applicable policies and procedures.
3. **Feedback:** If deficiencies are found, supervisor/manager provides written feedback to the originator for revision and resubmission.
4. **Re-Submission:** Originator addresses feedback and provides the revised document for further review, if necessary.
5. **Final Review:** Supervisor/manager confirms corrections, verifies compliance, and determines whether to approve.
6. **Approval/Disapproval:**
 - If approved, supervisor/manager signs and dates the document or electronic system as appropriate. Document is forwarded or implemented as required.
 - If disapproved, reason is documented and the process ends or repeats for further revision.
7. **Recordkeeping:** Approved documents are filed and maintained according to organizational policy.

Documentation & Records:

- Submission forms or document checklists
- Review and feedback records
- Approval logs or electronic records

Revision & Review:

This SOP shall be reviewed and updated annually or as changes in process or policy occur.

Approval:

Name	Title	Date	Signature

