SOP: Review and Revision Timeline of Evaluation Tools

This SOP details the **review and revision timeline of evaluation tools**, establishing a systematic schedule for regularly assessing and updating all evaluation instruments. It ensures that tools remain accurate, relevant, and aligned with organizational objectives by defining responsibilities, review intervals, revision procedures, and approval processes to maintain continuous improvement and compliance with standards.

1. Purpose

To establish a consistent methodology for the periodic review and timely revision of evaluation tools, guaranteeing ongoing relevance and effectiveness.

2. Scope

This SOP applies to all evaluation tools used within the organization, including forms, checklists, rubrics, and digital platforms for assessment.

3. Responsibilities

Role	Responsibility
Evaluation Tool Owner	Initiate reviews, coordinate feedback, recommend revisions
Evaluation Committee	Conduct comprehensive tool reviews, approve revision proposals
Quality Assurance	Verify compliance and documentation of the review process
Department Heads	Ensure implementation and communication of approved revisions

4. Review and Revision Timeline

- **Annual Review:** All evaluation tools are reviewed at least once every 12 months.
- **Ad Hoc Review:** If significant issues or updates to policy/standards arise, review may be triggered outside the regular cycle.
- **Revision Implementation:** Approved revisions are implemented within 30 days of approval, unless otherwise specified.

5. Review Procedure

1. **Notification:** Evaluation Tool Owner notifies relevant stakeholders 30 days in advance of the upcoming review.
2. **Collection of Feedback:** Solicit input from users and stakeholders using surveys, interviews, or reports.
3. **Assessment:** Evaluation Committee reviews current tool for accuracy, relevance, usability, and alignment with objectives.
4. **Documentation:** Review findings and recommendations are documented and submitted to the committee for approval.

6. Revision and Approval Process

1. **Drafting Revisions:** Proposed changes are drafted by the Evaluation Tool Owner in collaboration with stakeholders.
2. **Committee Review:** The Evaluation Committee evaluates and votes on proposed revisions.
3. **Final Approval:** Significant revisions require department head or senior management approval.
4. **Implementation & Training:** Revised tools are distributed, and staff are trained (if needed).
5. **Version Control:** Update version numbers and keep a record of previous versions for reference.

7. Documentation and Record-Keeping

- Maintain logs of all reviews, revisions, and approvals in a secure, accessible location.
- Archive superseded versions for at least 3 years.

8. Continuous Improvement

- Encourage regular feedback from users for ongoing improvement.
- Adapt the review process as needed based on lessons learned.

9. References

- Organizational policy documents.
- Industry best practice guidelines.
- Regulatory standards as applicable.

10. Revision History

Version	Date	Description	Approved By
1.0	2024-06-01	Initial SOP Release	Senior Management