

# Standard Operating Procedure (SOP)

## Notification to Employee of Approval or Required Corrections

This SOP details the **notification process to employees regarding approval or required corrections** of submitted work or documentation. It ensures timely communication of decisions, outlines the steps for informing employees about approvals or necessary amendments, specifies the methods and timelines for notification, and promotes clarity and accountability in workflow management. The goal is to maintain transparency and facilitate efficient resolution of any required corrections to support continuous improvement and compliance within the organization.

### Scope

This SOP applies to all departments and employees involved in submitting work or documentation that requires review and approval within the organization.

### Responsibility

- **Supervisors/Reviewers:** Review submissions and communicate decisions to employees.
- **Employees:** Respond to notifications and apply corrections if required.
- **HR/Administrative Staff:** Oversee the notification process and ensure records are maintained.

### Procedure

1. **Submission Review:** Supervisor or designated reviewer examines the submitted work or documentation.
2. **Decision Making:** Reviewer determines if the submission is approved or if corrections are required.
3. **Notification Preparation:**
  - For **approvals:** Prepare a notification indicating approval.
  - For **required corrections:** Prepare a detailed notification specifying corrections and a deadline for resubmission.
4. **Notification Delivery:** Send the notification via agreed communication channels (e.g., email, internal platform).
5. **Record Keeping:** Log the notification and decision in the tracking system or employee file.
6. **Follow-Up:** If corrections are required, ensure the employee resubmits by the stated deadline. Send reminders as necessary.

### Notification Methods & Timeline

Notification Type	Method	Timeline
Approval	Email, Internal Messaging	Within 2 business days of review
Required Corrections	Email, Internal Messaging	Within 2 business days of review

\* Adjust timelines as needed per departmental policy.

### Sample Notifications

#### Approval:

Dear [Employee Name],

Your submission titled "[Document/Task Name]" has been reviewed and is **approved**. Thank you for your diligence.

Regards,  
[Supervisor/Reviewer Name]

#### Required Corrections:

Dear [Employee Name],

Your submission titled "[Document/Task Name]" requires corrections. Please review the attached/commented feedback and resubmit by [Due Date].

Regards,  
[Supervisor/Reviewer Name]

## **Accountability & Records**

- All notifications must be documented and tracked.
- Supervisors are responsible for timely communication and follow-ups.
- Employees are responsible for acknowledging receipt and making necessary corrections.

## **Review & Continuous Improvement**

- This SOP should be reviewed annually or as needed for updates.
- Feedback on the process and compliance should be collected for ongoing improvement.