

# SOP Review, Update, and Continuous Improvement Protocol

## 1. Purpose

This SOP defines the **SOP review, update, and continuous improvement protocol** to ensure all standard operating procedures remain current, effective, and aligned with organizational goals. It covers the scheduled review process, criteria for updates, stakeholder involvement, documentation of changes, and mechanisms for continuous feedback and enhancement. The purpose is to maintain operational excellence, compliance with regulations, and adaptability to evolving business needs through systematic evaluation and improvement of SOPs.

## 2. Scope

This protocol applies to all standard operating procedures (SOPs) utilized within the organization.

## 3. Responsibilities

- **SOP Owner:** Initiate reviews and coordinate updates.
- **Stakeholders:** Provide feedback and approve significant changes.
- **Quality Assurance:** Ensure compliance and proper documentation.
- **Management:** Approve final versions and oversee implementation.

## 4. Procedures

### 4.1 Scheduled SOP Review

- Each SOP must be reviewed at least annually, or more frequently if required by changes in regulations or operations.
- Owners receive automated reminders 30 days prior to the scheduled review date.
- Review process and findings must be documented.

### 4.2 Criteria for Updates

- Regulatory changes or new compliance requirements.
- Process changes or introduction of new technology/systems.
- Stakeholder feedback or audit findings.
- Organizational restructuring or changes in roles/responsibilities.

### 4.3 Stakeholder Involvement

- Identify and consult relevant stakeholders for input during review.
- Stakeholders review proposed updates and provide feedback within specified timeframes.
- Major changes require stakeholder sign-off before implementation.

### 4.4 Documentation and Version Control

- All changes must be documented in a change log and reflected in version history.
- New versions must be clearly identified by version number and effective date.
- Archived versions must be retained as per records management policy.

### 4.5 Continuous Improvement

- Establish a mechanism (e.g., feedback form, suggestion box) for ongoing feedback from users.
- Periodically analyze feedback and identify trends or areas for enhancement.
- Implement process and SOP improvements based on data-driven insights.

## 5. Documentation Requirements

- Review records and sign-offs.
- Change logs and version history table.
- Archived SOP versions.

- Feedback and improvement records.

## 6. Version History

Version	Date	Description of Change	Approved By
1.0	2024-06-30	Initial release	Management

## 7. References

- Records Management Policy
- Regulatory Compliance Guidelines
- Quality Assurance Manual