

# SOP Template: Supervisor Review and Approval Process

This SOP details the **supervisor review and approval process**, outlining the steps for evaluating, verifying, and authorizing documents, tasks, or projects. It includes roles and responsibilities of supervisors, criteria for approval, timelines for review, documentation of decisions, and communication protocols to ensure accountability, accuracy, and compliance with organizational standards and policies.

## 1. Purpose

To establish a standardized process by which supervisors review and approve documents, tasks, or projects to ensure accuracy, completeness, and compliance with regulations and company policies.

## 2. Scope

This SOP applies to all supervisors responsible for reviewing and approving work outputs within the organization, including documents, tasks, projects, or other deliverables.

## 3. Roles and Responsibilities

Role	Responsibility
Supervisor	Review submissions, verify compliance, document decisions, and communicate outcomes.
Submitter	Prepare and submit documents/tasks for review, address feedback or required changes.
Management	Oversight of process effectiveness and compliance; address escalations if needed.

## 4. Criteria for Approval

- Completeness and accuracy of submitted documentation or task.
- Compliance with relevant policies, standards, and regulations.
- Quality and correctness of content/data.
- Proper authorization and supporting evidence attached.

## 5. Process Steps

1. **Submission:** Submitter prepares and submits the document/task for supervisor review, along with all required supporting information.
2. **Initial Screening:** Supervisor reviews for basic completeness and assigns priority if necessary.
3. **Detailed Review:** Supervisor evaluates content for accuracy, compliance, and quality, consulting references or guidelines as needed.
4. **Verification:** Confirm supporting evidence and authorization are sufficient and valid.
5. **Decision:** Supervisor approves, requests revisions, or rejects submission. Decision is documented as per Section 6.
6. **Communication:** Communicate decision and feedback to submitter within established timelines.
7. **Final Documentation:** Maintain records of the review, approval, and all related correspondence for audit and compliance purposes.

## 6. Timelines

- Initial review to begin within **2 business days** of submission.
- Decision communicated within **5 business days** unless otherwise specified.
- Revised submissions to be reviewed within **3 business days** of resubmission.

## 7. Documentation of Decisions

- All approvals, requests for revision, or rejections must be recorded in the designated tracking system or approval form.
- Documentation must include date, supervisor's name/signature, summary of review, and final decision.
- Maintain records for a minimum period as per company retention policy.

## 8. Communication Protocols

- All communication regarding status, feedback, and final decisions must be clear and in writing (email or approved system).
- Escalate unresolved issues to management as per escalation matrix.
- Maintain confidentiality and professionalism in all communications.

## 9. Compliance and Review

- Supervisors must comply with this SOP to ensure integrity and transparency.
- This SOP is subject to annual review and update by the quality/compliance team.

## 10. References

- Company Policy Manual
- Relevant Regulatory/Compliance Documentation
- Supporting Process-Specific Guidelines

### Document Control

Version	Effective Date	Author	Approval
1.0	YYYY-MM-DD	[Name]	[Supervisor/Manager Name]