



**ESTABLISHING AND REVISING  
SOPS PROCESS**

EFFECTIVE DATE 10/1/2013

**SOP 0.2**

SIGNATURE \_\_\_\_\_

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

PROPOSED BY \_\_\_\_\_

**Director of Communications**

**PURPOSE**

The ESTABLISHING AND REVISING SOPS PROCESS describes the practice of updating or establishing standard operating procedures (or “SOPs”).

**SCOPE**

The ESTABLISHING AND REVISING SOPS PROCESS applies to all staff who prepare standard operating procedures (SOPS).

**PROCEDURE**

The ESTABLISHING AND REVISING SOPS PROCESS includes the following:

1. All SOPs shall follow the same template (see example attached hereto) to include header block, purpose, scope, procedure, documentation/verification, history, and review and approval.
  - a. Header block: effective date, SOP name and number, proposed by, and signature.
  - b. Purpose: Short description of reason for SOP
  - c. Scope: Staff and/or schools to whom SOP applies
  - d. Procedure: Numbered steps to perform procedure
  - e. Documentation/Verification: relevant document naming conventions and location of saved documents on company IT systems, examples of relevant documents, forms and attachments.
  - f. History: Origination and significant revision dates.
  - g. Review and approval: Signatories of relevant reviewing officers (not to duplicate header block information).
2. Responsibility for drafting of new SOPs shall reside with the appropriate staff member.



3. Appropriate staff member shall consult with his/her department manager before providing new/revised SOP to Operations Coordinator.
4. Operations Coordinator shall review the SOP for sufficiency, including a review of formatting.
  - a. Operations Coordinator may work with appropriate staff member to clarify any aspect of the SOP prior to submission to Management Team for review.
5. After review, Operations Coordinator shall send the new or revised SOPs to the General Counsel for Management Team review.
6. General Counsel shall provide the Management Team with the new or revised SOPs prior to the next scheduled Management Team meeting and ensure the SOPs are reviewed and approved at the meeting.
7. Once approved, General Counsel saves the new or revised SOP on the shared drive per the naming convention below and notifies Operations Coordinator.
8. Once a year, St. Aloysius shall approve all SOPs directly related to sponsorship of St. Aloysius partner schools.
  - a. Generally, this approval will occur in July.
  - b. If significant changes are made to any SOP that directly relates to sponsorship of St. Aloysius partner schools, the changes shall be provided to St. Aloysius prior to December.
9. Legal Department shall provide e-mail notification to all staff that the new or revised SOP is available.
10. Office Manager ensures there is a standing agenda item to discuss SOP changes at each monthly All Staff Meeting.
11. CSS staff is responsible for reviewing the new or revised SOP within five (5) business days of notification.
12. CSS staff is responsible for implementing all new or revised SOPs immediately after review. Staff should direct comments or questions to the Legal Department.

### **DOCUMENTATION/VERIFICATION**

*Location of documentation:*

S:/CSS SOPS

*Naming convention:* [SOP Number] + document name (must include the word "process" in all caps)

Ex: 0.1 ESTABLISHING AND REVISING SOPS PROCESS

*Supporting documentation included with this process:*

1. SOP Template for revised or new SOPS



### **DOCUMENT HISTORY**

Orig. Date Sept. 2013

Rev. March 2017

Rev. November 2018

### **REVIEW AND APPROVAL**

Reviewers of the ESTABLISHING AND REVISING SOPS PROCESS are as follows:

Reviewed by: Management Team: Date: 11/19/2018

Approved by: President David L. Cash, Jr. Date: 11/19/2018

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The ESTABLISHING AND REVISING SOPS PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.