

QUARTERLY LOCAL OPERATING PROCEDURE REVIEW

NOTE: Supplemental Guidance LOPs only. Procedure Variance LOPs MUST be reapproved annually.

All Local Operating Procedures (LOPs) applicable to the operation of a facility, unit, or section must be reviewed annually to assure that they continue to be appropriate for implementation of procedures governing operations at that facility, unit, or section. At least twenty five percent (25%) of all those procedures shall be reviewed on a quarterly basis.

The below listed procedures have been reviewed during the _____ quarter and have been found to be appropriate to the mission of the facility, unit, or section indicated and are approved for implementation or a proposed revision is attached for review and approval.

Facility, Unit, or Section: _____ Page ____ of ____ Pages

LOP Reference Number	Procedure Effective Date	Date Reviewed

(Facility, Unit, or Section Manager's Signature)

(Date)

If facility, unit, or section operations require a deviation from implementation of an SOP, or any part of it, in order to accomplish its established mission and goals, a variance must first be requested and approved **before** a new Local Operating Procedure, or supplement, may be implemented.

Record Retention: Retain for 12 months from date of manager's signature, then destroy.