

# South Bank Corporation Policy Operations

**SUBJECT: SOP Creation and Review Procedures**

**DATE CREATED: November 2008**

**REVIEW DATE: November 2009**

This Standard Operating Procedure (SOP) describes the detail procedures for the creation, review, and approval of SOP

## **Procedure**

1. Identify the need for a new SOP
2. Responsible officer to draft SOP and distribute to Asset Team members for comment
3. Consolidate comments from team members and revise SOP if necessary
4. Asset Manager to endorse draft SOP
5. GM (Operation) to approve draft SOP
6. Implement SOP
7. Review SOP in 12 months
8. Revise / update SOP if required
9. Repeat procedures 4 to 8

## **Annex / Attachment**

1. SOP flow chart

**ANNEX 1 – SOP CREATION & REVIEW PROCEDURES FLOWCHART**

