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| ***SOP Department/Number*** | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | |
| ***SOP Title*** | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | |
|  | *NAME* | *Title/Position or voting tally* | *SIGNATURE* | *DATE* |
| *Subcommittee Chair* |  |  |  |  |
| *Members in agreement for ratification recorded by* |  |  |  |  |
| *Administrative team Author/s* |  |  |  |  |
| *Presented to School Council by* |  |  |  |  |
| *Council response recorded by* |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Effective Date: |  |

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| --- | --- | --- | --- |
| PROCEEDURE RATIFIED BY | | | |
| NAME | TITLE: Principal | SIGNATURE | DATE |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- |
| POLICY RATIFIED BY | | | |
| NAME | TITLE: Pastor | SIGNATURE | DATE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# introduction

Place historical data, common problems, rationale for need and what areas the SOP will address

# Scope/Responsibilities

This SOP applies to processes and procedures that the school council for St. Mary’s Catholic School has deemed to be within legal guidelines, school and diocesan policies and guidelines, safe environment guidelines and practical practices to guide INSERT NAME department/ for the INSERT EVENT OR PROCESS NAME

\* delete as appropriate

This SOP will be animated and explained by the administrative team member of St. Mary’s Catholic School to the Chair, Persons Responsible or Members of the activity or function that will be utilizing the process. Accountability to the processes and procedures will be evaluated by the pastor and the principal.

# specific procedure

## Version control and naming convention

All controlled documents need to be dated and/or versioned. Some need to be named in a systematic way as well, especially if they belong to a series or set of documents e.g. SOPs.

See examples below:

Study protocol, participant information sheet and consent form

The first draft of the protocol should be labelled ‘**Draft version 0.1**’ and dated. Further draft versions should be labelled ‘**Draft version 0.2, 0.3**’ etc and dated.

The final original version of the protocol may be labelled ‘**Final Version 1.0’** and dated. This version will be submitted for the appropriate approvals.

If amendments are necessary following review of the protocol by the Council then subsequent versions of the protocol may be labelled ‘**Draft Version 1.1, 1.2’** whilst being drafted and reviewed and the version re-submitted for approval should be labelled ‘**Final Version 2.0’** and dated.

If the protocol is then amended again during the version submitted for approval of the amendment will be labelled **‘Final Version 3.0’** and so on.

Standard Operating Procedures

Start with an abbreviation of the topic covered e.g. Money Handling, followed by a number starting from 001, followed by a version number starting from V1 and date. For example the first SOP for Finance will have the SOP number: **F-001-V1** dated 1st Jan 2017. Draft versions should be handled the same way as the protocol.

## Other considerations

Where appropriate, the following information should be on the document:

* Effective date and expiry date or next review date if applicable. It may be necessary to also include date issued and date printed.
* Step by step process with timeline if applicable that includes but is not limited to approval, marketing, solicitation, publication and communication, reservations, ordering, and accountability.
* Include projected target for success
* Include vendors and submission process
* Designation of Administrative Team Member to sign PO’s and approve spending and recording of income and expense
* Designated “heads” for areas that need leadership with roles, responsibilities, limitations of decision making and empowerment of decision making
* Pagination – It is recommended that pages are numbered as “Page X of Y”
* Confidential – If the document is confidential, mark “Confidential”
* Draft vs Final – State “Draft” or “Final” as appropriate
* Document identification e.g. a title, department name
* Approvals - It may be necessary to include signature and date of Author, Reviewer and Authorizer e.g. for SOPs, protocols. It may be more convenient.
* Reason for Change – If it is a revision of the control document, state reason for change and list changes.
* Referencing - Wherever reference is made to another controlled document, you may use the instruction “see/refer insert Document Title”. The version number may be excluded.

## Storage and archiving

Controlled documents should be sent to the Development Director for publication on the website and to the School Council Chair for a hard copy archive once ratified.

Old versions of controlled documents must be archived as well.

# forms/Templates to be used

Where Forms/Templates are referenced in the text, the numbers and titles are listed under this section.

# Internal AND EXternal references

This section is used to list all controlled internal references (e.g. SOPs) and external references referred to within the text of the SOP only.

## Internal References

## External References

# Change History

* SOP No: Record the SOP number
* Effective Date: Record effective date of the SOP or “see page 1”
* Significant Changes: State, “Initial version” or “new SOP”
* Previous SOP no.: State “NA”.
* Where replacing a previous SOP:
* SOP No: Record the SOP and new version number
* Effective Date: Record effective date of the new SOP
* Significant Changes: Record the main changes from previous SOP
* Previous SOP no.: Record SOP and previous version number

| SOP no. | Effective Date | Significant Changes | Previous SOP no. |
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