STANDARD OPERATING PROCEDURE

PROJECT OBJECTIVE:

To maintain a proper Standard operating procedure (SOP) for all the departments in the Organization within the portal.

PROJECT DESCRIPTION:

All the department SOP's must be maintained in a repository in the organization. SPOC person from each department has the authority to proceed with the sampling process and also raise queries to make changes to the SOP.

Queries will be forwarded to the respective Process owner of the department for approval. If the Process owner approves the change request, then it goes to the department head for final validation and confirmation of the tickets.

The Process owner will do the version update for the final closure.

PROJECT SCOPE:

SOP Creation: Each department should maintain separate processes of workflow. SPOC has the authority to maintain standard operating procedures for their respective department.

Change Request: Any changes that need to be modified in the current process will be done by Change Request.

The initiator of each department has the authority to request changes in SOP. Any changes made will be forwarded to the Process owner for approval.

Queries must be checked with SPOC for the next approval or else they will be rejected. This process continues until final approval changes are made to SPOC and sent to the Process owner for final closure.

History of changes and editing should be maintained as a record with version updates.

Internal Audit:

Internal audit is based on the sample checklist and based on the Business functions, Sub functions and individuals should be enabled.

Internal audit team modify process on particular department, will be informed in departmental portal in ticket format.

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The process owner has the option to approve or reject. If approved, it will be forwarded to the departmental head for confirmation.

Departmental audit reports should be maintained and shown in the dashboard portal.

Audit team find any of the flaws in the process. Also, the audit team indicates the initiator through portal and through mail notification.

The initiator rectifies the mentioned changes and will send them to the Process owner for approval.

PROJECT TEAM:

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