



# Policy/Procedure Review Checklist

Review History					
Date of review	Name	Department	Role/Person	Date approved	Signature

	Yes	No	Comments
The policy/procedure has achieve its stated purpose	<input type="checkbox"/>	<input type="checkbox"/>	
Implementation of the policy/procedure has been successful	<input type="checkbox"/>	<input type="checkbox"/>	
An appropriate level of compliance with the policy/procedure has been achieved	<input type="checkbox"/>	<input type="checkbox"/>	
The policy/procedure is compliant with internal and external regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any legal changes that impact on the policy?	<input type="checkbox"/>	<input type="checkbox"/>	
All of the roles and responsibilities set out within the policy/procedure are accurate	<input type="checkbox"/>	<input type="checkbox"/>	
Is everyone involved clear about their roles and responsibilities in the implementation of the policy?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any barriers to compliance, particularly at an operational level?	<input type="checkbox"/>	<input type="checkbox"/>	
Are accountable officers still employed and are their positions still relevant to each CoR responsibility?	<input type="checkbox"/>	<input type="checkbox"/>	

Provide details of any action to be taken as a result of the review process, e.g. minor/significant amendments, communication plans, etc.

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