

Standard Operating Procedure (SOP)

Issuance of Standard Operating Procedures (SoP) by Corporate Environment Department

1. Purpose: This Standard Operating Procedure (SOP) is established to ensure the systematic and standardized issuance of Standard Operating Procedures (SoP) by the Corporate Environment Department. It aims to provide guidelines for the creation, review, approval, and distribution of SoPs within the organization.

2. Scope: This SOP applies to the Corporate Environment Department and all relevant personnel responsible for the creation, review, approval, and distribution of SoPs at THDCIL.

3. Responsibilities: 3.1. Corporate Environment Department (CED):

- Develop, review, and update SoPs as required.
- Ensure compliance with applicable regulations and organizational policies.
- Maintain a record of all issued SoPs.
- Coordinate with relevant departments for SoP creation and review.
- Designate authorized approvers for SoPs.
- Oversee the distribution and training related to new or updated SoPs.

3.2. Departmental Heads/Subject Matter Experts (SMEs):

- Provide input and expertise in the development and review of SoPs within their respective departments.
- Collaborate with CED to ensure accuracy and relevance of SoPs.

3.3. Authorized Approvers:

- Review and approve SoPs in accordance with their designated responsibilities.
- Ensure that SoPs are aligned with organizational objectives and regulations.

4. Procedure:

4.1. SoP Creation:

- The need for a new SoP or the revision of an existing one is identified within the department.

- The responsible department or SME drafts the SoP in accordance with the required format and content guidelines.
- The draft SoP is reviewed for accuracy, completeness, and relevance by the respective departmental head or SME.
- The departmental head or SME submits the draft SoP to CED for further review and approval.

4.2. SoP Review:

- CED reviews the draft SoP to ensure it aligns with organizational objectives, regulations, and standard format.
- CED may request revisions or clarifications from the departmental head or SME if necessary.
- Once satisfied with the content, CED assigns an authorized approver for final review and approval.

4.3. SoP Approval:

- The authorized approver reviews the SoP for accuracy, completeness, and compliance with regulations and organizational policies.
- If the SoP meets the required standards, the authorized approver approves it.
- If revisions are needed, the authorized approver requests changes and re-submission.

4.4. SoP Distribution:

- Once approved, CED ensures the SoP is appropriately formatted and labelled.
- CED distributes the approved SoP to relevant departments and personnel electronically or through hard copies as needed.
- The distribution includes instructions for acknowledgment and compliance from relevant personnel.

4.5. Training and Awareness:

CED may organize training sessions or awareness programs to familiarize relevant personnel with new or revised SoPs.

4.6. Record Keeping:

CED maintains a comprehensive record of all issued SoPs, including their version history, approval dates, and distribution records.

5. Review and Revision:

This SOP shall be reviewed annually or as required to ensure its effectiveness and alignment with organizational needs.