# C5: Policy & Procedure Review Process

C: Corporate · https://milo.masseyservices.com/docs/c5-policy-procedure-review-process/

**Section:** Corporate
**Subject:** Policy & Procedure Review Process
**Approved by:** Tony Massey
**Effective Date:** 16 April 2020
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**Policy Owner:** Director Learning & Development

## Policy

At Massey Services we believe in Innovation and Creativity to produce safer, more efficient and effective technologies and methods. Coupled with our strong culture of systems, discipline, and structure, we have devised our policies and procedures to serve as the foundation for these systems.

In order to ensure our policies and procedures reflect the current state of our company we have designed a policy and procedure review process. This process is designed to ensure that every policy and procedure is reviewed every three years. The schedule will be created and maintained by the Learning & Development department. Each trimester, policies will be assigned to a designated content reviewer. They will review and revise as necessary. The workload for each reviewer will be spread across the three-year cycle as evenly as possible.

### Definitions

For the purposes of this document, policy and procedure are defined as:

- Policy- the overarching principles which guide our business decisions.
- Procedure- the step by step process for achieving policy goals.

### Review Process

1. *Months 1&2*

1. P&P scheduled for review will assigned to the identified content author.
2. The responsible team member will review the policy and procedure against our current business processes to determine if it needs to be updated.
    1. If it does not, the team member will note and sign the review document and return to the Learning & Development.
    2. If the policy does need to be updated, the team member will have 30 days to complete the updated draft.

2. *Month 3*
    1. The beginning of the month, the content author will forward the draft P&P to the Learning & Development department.
    2. The Learning & Development department will package and forward all draft policies to the designated primary policy approver. This will typically be the vice president responsible for the subject matter.
        1. Any officer who may be impacted by the changes will also receive a copy for review and feedback.
    3. If the document is a policy, the draft language will be reviewed by the executive team for final approval.
        1. If the document is a procedure, the approved language will be forwarded to the Learning & Development department for posting to the online knowledge base.
    4. Final discretionary approval will remain with the President. If the deadlines are not met, the policy will be tabled until the next trimester.

3. *Month 4*
    1. If the policy requires training to ensure the effective implementation, the L&D team will develop and distribute training on the new policy.

4. *Beginning of next trimester*
    1. Updated P&P will be rolled out via verifiable meetings.

2. This will enhance the adoption process by limiting change within the operational structure of our company to a thrice annual cycle. Team members will know that all changes will occur only at this time, reducing potential communication challenges on the part of our team members.

## Downloads

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