

HANDBOOK OF OPERATING PROCEDURES (HOP) REVIEW PROCESS

Step 2: Policy Owner reviews and requests stakeholder feedback:
1.) Confirm policy is up to date
OR
2.) Attach revisions

Step 3: Policy Owner sends revisions to VP approval

Step 5: HOP Coordinator sends policy to HOP Committee for review

Step 4: Policy Owner sends policy to HOP Coordinator

Approve

Approve with comments

