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Dr Daniel Michelson **Designation**: SSC Chair		29.3.21

Version	**Effective Date**	**Reason for Change**

7. **Cross-Referenced SOPs**– an ordered list of all cross-referenced SOPs must be provided in this section.

8. **References**– this section should list all external relevant reference points (legislation, guidance etc.)

9. **Appendices** – all appendices referenced in the SOP must be listed accordingly and copies of the appendices provided at the end of the SOP.

Approval and authorisation

4.5 All SOPs will require final approval and authorisation. They will be reviewed by the Chair of the Sponsorship Sub Committee. The signature on a SOP will authorise the associated forms which should show an identical issue date to the SOP.

Review and Amendment of SOPs

4.6 SOPs will be reviewed as necessary when there are changes in current processes, guidelines and regulations. A SOP can be suspended following evidence from an individual of a significant change in practice. If this is necessary, an email will be circulated to all relevant individuals and the SOP will be reviewed by the Sponsorship Sub-Committee(SSC) or the SSC Chair exercising Chair's Action. The SOP will be amended and authorised in accordance with due process.

Distribution and storage

4.7 All SOPs will be added to the Research Ethics, Integrity and Governance team website once authorised. It is the responsibility of all researchers to check the website regularly to determine whether SOPs ham e0f1 (s)-1.3 (tor)-na67( )Tdrsc(b)2.3a (o)61.7 (i)2.enr b9( )TjEMC /DC /TT1 1 Tf