





SOP 108.003

- 5.2.4 Each new REB member must review the applicable policies and procedures prior to undertaking their responsibilities as an REB member;
- 5.2.5 Each new REB Office Personnel must review the applicable policies and procedures prior to undertaking their responsibilities with the REB office;
- 5.2.6 Evidence of training should be documented;
- 5.2.7 The REB office shall maintain all documentation of SOP training.

5.3 Forms, Memos and Guidance Documents

- 5.3.1 Forms such as checklists and worksheets may be developed to facilitate compliance with the SOPs and to ensure that policies are integrated into daily operations. Forms may be either controlled or non-controlled;
- 5.3.2 Memos and guidance documents may be developed to provide guidance for the interpretation and implementation of the SOP;
- 5.3.3 Memos and guidance documents will be made available to the Researchers and researcher sites as applicable;
- 5.3.4 The qualified REB Office Personnel and/or REB Chair or designee will evaluate the need for new or revised forms, memos or guidance documents.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP108.001	15-Sept-2014	Original version
SOP108.002	08-Mar-2016	No revisions needed
SOP108.003	08-Oct-2019	5.1.1: replaced biennially, with annually 5.2.4, 5.2.5: replaced REB with their 5.2.6: replaced should with should