

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY	No.P-051 Rev 1 page 1 of 1
Subject: Review and Approval of Policies, Procedures, Plans, and Manuals	Effective Date: July 25, 2001	Initiated by: Head, ES&H and Infrastructure Support	
	Supersedes: Revision 0, dated April 8, 1992 and TCR-P-051,R0-001	Approved: Director	

The review and approval of policies, procedures, plans, and manuals is an important step in assuring that a document is technically correct and accomplishes its objectives. Objectives of the document may be to transmit information to an individual on how to perform a certain activity, how to document the analysis of an engineering design, or how to evaluate a particular hazard in the work place. The document must be written in a manner that assures user comprehension and usability.

Requiring signatures on a document is PPPL's method to record and assure that review and approval have been accomplished. As a minimum, the document must have a designated approval signature at an appropriate management level (i. e., engineers for engineering changes, department heads for department procedures, committee chairpersons for committee approvals, Laboratory Director for Laboratory approvals). The approval signature is a certification from the responsible individual that, to the best of the individual's knowledge and belief, the information contained in the document is complete, accurate, and complies with known requirements. If the approving individual delegates aspects of the document's review to subordinates/helpers, the approval signature may not constitute a review to the best of the approver's knowledge and belief; but, instead, indicates that the review was performed by subordinates/helpers whom the approver believes are competent to perform the review.

Prior to signing the document, the approver should request the help of various expert reviewers. Such expertise resides in Engineering & Technical Infrastructure, ES&H and Infrastructure Support, Human Resources, Training, Projects, Business Operations, etc. The approver of the document is responsible for identifying which reviewers, if any, should look at and comment on the document unless a minimum list of reviewers is specified. The approver must assure these minimum specified reviewers, as well as any others deemed necessary, review the document.