



# Keeping S.O.P.'s Viable

# Review Is Imperative

- Periodic Review
- Whenever a Change Takes Place
- When Suggestions Are Made
- Internal Audits
- External Audits
- Keep it Alive. Review! Review! Review!

# Periodic Review

- At Least Every Four Months

# Whenever A Change Takes Place

- New Employee
- New Component
- Personnel Assignments
- Regulatory Changes
- Failure

# When Suggestions Are Made

- Look At it Now “Don’t Let it Grow Cold”
- What Prompted The Suggestion
- When?
  - Can it Be Implemented Now?
  - Five-Year Plan
  - Ten-Year Plan

# Internal Audits

- In-House Engineers
- Persons From Your Governing Board
- Office Staff
- Supervisors
- Other Operation Staff

# External Audits

- Engineers That You Work With
- Employees of A Neighboring System
- Regulatory Personnel
- Volunteers From Your Section
- Rural Water
- Equipment Sales Persons
- Take Advantage of Your Resouces



# Questions