SOP PERIODIC REVIEW

SOP Periodic Review Checklist

Use it for every scheduled review, and whenever something changes. Free to use. From sopx.io/insights/sop-periodic-review/

Procedure	Document ID	Version	Owner	Review date

Why this review?			
☐ Scheduled	☐ New equipment or part	☐ Incident, deviation or complaint	☐ Audit finding or rule change

The checklist

#	Step	What to look for	Done
0	Gather what happened since the last review	Deviations, complaints, incidents, audit findings, equipment or supplier changes, questions from the floor	☐
1	Walk the job with the procedure open	Or watch the person who does it daily. Does the real task follow the document?	☐
2	Compare step by step	Order, settings, tools, parts, quality checks	☐
3	Check safety	Hazards, PPE, lockout points, warnings still correct	☐
4	Check the pictures	Photos and clips still show the current machine and parts	☐
5	Check every language version	Translations match the source	☐
6	Decide the outcome	Still correct, needs a new version, or no longer needed	☐
7	Record the result	Date, who reviewed, outcome, what you checked, next review date	☐
8	If there is a new version	Decide who needs to retrain on it	☐

Outcome

Still correct	Needs changes	No longer needed
☐ Record it. No new version.	☐ Start a new version and get it approved.	☐ Archive it and point people to the replacement.

What was checked (note)	Reviewed by	Approved by	Next review

How often? No single law sets one interval for all SOPs. Common practice: high-risk and new SOPs every 12 months, standard SOPs every 24 months, stable low-risk SOPs up to 36 months. Some rules set their own cycle (HACCP plan: yearly; OSHA PSM operating procedures: certified yearly; FDA food safety plan: at least every 3 years).

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SOP Review Log

Keep one log per procedure. Fill in one row for every review, including reviews that found no changes.

Procedure	Document ID	Owner	Review cycle
			☐ 12 months ☐ 24 months ☐ Other: ____

Version	Review date	Trigger	Outcome	What was checked	Reviewed by	Approved by	Next review

Outcome: Still correct / New version / Retired. Trigger: Scheduled / Equipment / Supplier / Incident / Audit / Rule / Other.

Tip: software can keep this log for you. In SOPX, the review date, reminder and this record live on the procedure itself.