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| --- | --- |
| **LSOP Title** | xx |
| **LSOP No.** | Xx |
| **Version** | Xx |
| **Location** | (Campus name/s) |
| **Policy/Procedure Link** | Which UQ Policy/Procedure does this LSOP relate to? |
| **Approved by** | [Name and Position] |
| **Date Approved** | DD/MM/YYYY |
| **Date Effective** | (Could be different to Approval Date) |
| **Next Review Date** | (Based on review cycle) |
| **Contact for Assistance** | (Name and contact details of person for any advice or assistance regarding this LSOP) |

Local Standard Operating Procedures (LSOPs) are step-by-step instructions to enable the correct, consistent and efficient undertaking of particular tasks and activities at a **local level**. (e.g. a team or unit). LSOPs are consistent with relevant policies and procedures.

The structure and content of LSOPs is decided and approved by the issuing manager and may be customised to best meet the local area’s needs.

LSOPs may be mandatory for the local area. If mandatory, they will be notated as such and protocols will be implemented to provide assurance on their effectiveness.

# Purpose

What is the objective of the LSOP and what does it seek to achieve (expected outputs and outcomes)?

# Scope

What decisions, processes or aspects of operations does this LSOP apply to?

Who does it apply to?

To what extent and when is this LSOP’s application mandatory (if at all)?

# Prescribed Actions

What actions are required to be undertaken, when (sequence) and by who?

# Monitoring and Review

What monitoring and review activities (if any) will be undertaken, and by who, to ensure that:

* the procedures and actions in this LSOP are adequately completed; and
* the objectives of this LSOP are achieved?

# Recording and Reporting

What records (if any) will be kept to demonstrate the effective application of this LSOP?

What reports (if any) will be produced under this LSOP and why?

# Appendix

If necessary, use the appendix to:

* List key concepts, terms and acronyms used in the LSOP and their definitions
* Provide additional information necessary for the reader to better understand and apply the LSOP

## Appendix 1