[COMPANY LOGO]

# Updating Standardized Systems/Documents

**Last Updated:** 22/01/2024

**Employee Responsible:** Executive Supervisor

## Purpose:

To ensure all current procedure documents are updated properly according to current standard procedures.

## Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

# Updating a Standard Operating Procedure:

**Begin the Document Update Procedure If:**

- You (Supervisor) feel like a system can be optimized, tweaked, or changed completely.
- An employee mentions a better way to complete a task or change an operating procedure in any way.

**Procedure:**

1. Observe the system or task being completed by the employee that you believe can be optimized, changed, or removed.
2. Write out a proposal to update the current system.
3. Contact the regional supervisor and send the proposal to review.
4. Once you and the regional supervisor have discussed and approved the new system + time to implement/update the new system, proceed to updating the appropriate documents.
5. The regional supervisor will share or grant access to the appropriate document.
6. Update the procedure document or checklist according to the discussed/approved system.
7. Notify or send the updated document to the regional supervisor to review and approve.
8. Once the regional supervisor has reviewed and approved the updated document, proceed to updating all affected procedure manuals and physical (or digital) documents for all locations.

**If Sharing Digitally:**

1. Share the updated documents via Google Drive to all of the necessary accounts.

**If Printing Hard Copies:**

1. Make a count of all papers that must be printed for all locations.
2. Print the appropriate amount of copies at the administrative office or print office.
3. Place each copy into a see-through binder sleeve.
4. Send the updated sleeve(s) with instructions of replacing the current procedure + any necessary accompanying items to all appropriate locations.

9. Contact the kitchen supervisor to explain the new procedure and notify the kitchen supervisor that you or the regional supervisor will be visiting within the next 2 weeks to ensure the system is working smoothly.
10. Visit the appropriate kitchens within 2 weeks of implementing the new procedure(s) to ensure the new system is working according to plan.
11. If all is working well, no more steps should be taken at this point.
12. If the system is proving to show issues or be less effective than the previous system, revise notes with the regional supervisor and repeat the steps in this document from step #1.

## Monitoring

All kitchen supervisors will be incharge of noting any systems that can be optimized and notifying higher position managers. The regional and operating supervisor will visit kitchens on a weekly/monthly basis to observe all systems and update any procedures if necessary. The regional and operating supervisor will also be responsible for updating ensuring all newly updated systems are being followed and enforced by the appropriate kitchen staff from the day they have been updated and onwards.

# SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

| Staff Member Name | Signature | Date |
|---|---|---|
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