

Policy & Procedure Review Workflow

Policies	Procedures
Document sent to department for 5 year review.	Document sent to department for 5 year review.
Review (90) Department completes UTA Form DF-GA-LA-F-13 <i>Policy & Procedure Review</i>	Review (90) Department completes UTA Form DF-GA-LA-F-13 <i>Policy & Procedure Review</i>
If changes are required, the document is moved to the collaboration phase. See GA-LA-EX-01 <i>Policy & Procedure Collaboration Workflow</i>	If changes are required, the document is moved to the collaboration phase. See GA-LA-EX-01 <i>Policy & Procedure Collaboration Workflow</i>
If changes are not required, the document is republished as is with an updated "Last Reviewed" date.	If changes are not required, the document is republished as is with an updated "Last Reviewed" date.

Note: Numbers in parentheses indicate the estimated days for review time