



Purpose: This SOP describes the composition and duties of the Laboratory Standards and Documentation Committee

Scope: Functions of Lab Standards and Documentation Committee (abbreviated DOC)

References: DOC 004-01

Procedure:

1. Committee Responsibilities
 - a. Document control: The DOC committee is responsible for acting as the Document Control point of contact for AOSA/SCST committees. This involves the following activities:
 - i. Document approval: Committees will submit new SOPs for approval. The DOC committee will approve the documents and assign them a unique identifier
 - ii. Master List: DOC will maintain a Master List of Controlled Documents on the webpage, and update version numbers and effective dates as needed
 - iii. Document review: DOC will set a review schedule for all posted documents, and remind committee chairs of upcoming deadlines
 - b. Quality Management training: DOC will provide trainings on various aspects of Quality Managements, as requested by the membership. This can be delivered via webinars and at the Annual Meeting
2. Committee membership
 - a. The committee will consist of Chairs from AOSA and from SCST. General members will be selected from AOSA/SCST membership, and are appointed by the Chairs. There is no minimum or maximum number of members.
3. Chair duties
 - a. Document control: The Chairs will act as the main point of contact for any QMS questions, and assign management of the Master List as needed
 - b. Training: The Chairs will solicit suggestions for QMS training, and coordinate these trainings with the Teaching and Training Committee, or the Annual Meeting organizers
 - c. Annual Meeting: The Chairs will lead the committee session at the Annual Meeting, and submit the committee report to the Executive Board.

Changelog

Changes Made	Date
New SOP	1/4/24



Lab Standards
Committee

Committee Duties
DOC 003-01



Author: Todd Erickson	Date: 1/4/2024
Approved:	
Signature:	Date: Click or tap to enter a date.