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|  | Office of Sponsor and Regulatory Oversight | Document #: 101-S06 |
| | Reviewing SROS Contractor Documents | Revision #: 2 |
| | | Effective Date: 26JUL2023 |

1. Purpose

To provide the procedure for reviewing documents managed by the Sponsor and Regulatory Oversight Support Contract (SROS) Contractor.

2. Scope

2.1. The Office of Sponsor and Regulatory Oversight (OSRO) will review documents controlled by the SROS Contractor, give feedback as to the document’s alignment with OSRO procedures and provide written acceptance of the SROS document.

2.2. Limitations

2.2.1. OSRO staff will not approve SROS Contractor-owned documents.

2.2.2. SROS Contractor personnel are not required to accept OSRO feedback on SROS Contractor-owned documents.

3. Responsibilities

3.1. OSRO Quality manages the process of reviewing SROS Contractor Documents.

3.2. OSRO Functional Group Heads are responsible for reviewing and accepting SROS Contractor-owned documents which pertain to their group.

3.3. The OSRO Director and Quality Head are responsible for reviewing and accepting SROS Contractor-owned documents.

3.4. Contract Officer Representative (COR) is responsible for accepting the SROS Contractor-owned document.

3.5. OSRO Sponsor and Regulatory Oversight Support (SROS) contractor staff assist OSRO Functional Groups as needed.

4. References

4.1. [101](#) Good Documentation Practices Policy


5. Definitions

Refer to the [OSRO Lexicon](#).

6. Procedure

6.1. The review of SROS Contractor documents should focus on the ability of the documented process to achieve its stated OSRO task with special attention given to the inputs/outputs from and to OSRO, as well as any stakeholder interactions.

6.1.1. It is important that the SROS Contractor will maintain independence and have the final say on how they would implement the processes to support OSRO’s determined deliverable. OSRO determines the “what”, the SROS contractor determines the “how”.

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- 6.2. SROS Quality makes the document(s) available to OSRO via SharePoint at least once per quarter.
- 6.3. OSRO Quality prepares the F01-101-S06 Acceptance of SROS Contractor Document and notifies the OSRO reviewers of their tasks.
- 6.4. OSRO Functional Group Heads shall review documents pertaining to their group’s responsibilities.
 - 6.4.1. Comments are recorded and shared with the SROS Contractor and/or OSRO Quality.
- 6.5. OSRO Director shall review all documents.
 - 6.5.1. Comments are recorded and shared with the SROS Contractor and/or OSRO Quality.
- 6.6. The OSRO Quality Head shall review all documents.
 - 6.6.1. Comments are recorded and shared with the SROS Contractor.
- 6.7. SROS Contractors are not obligated to accept the OSRO edits.
- 6.8. At the completion of the OSRO-SROS Contractor document review process, the OSRO Functional Group Head, the OSRO Director, the OSRO Quality Head and the Contract Officer Representative (COR) provide written acceptance of the SROS Contractor document by signing F01-101-S06 Acceptance of SROS Contractor Document.

7. Associated Documents

- 7.1. F01-101-S06 Acceptance of SROS Contractor Document

8. Change Summary

| Revision Number | Effective Date | Description of Change |
|-----------------|----------------|---|
| 1 | 26Aug2021 | New Document |
| 2 | 26JUL2023 | <ul style="list-style-type: none"> 1. Biennial review 2. Step 3.1 – Added 3. Step 3.3 – Added 4. Step 3.4 – Added 5. Steps 4 & 5 – Added hyperlinks 6. Step 6.1 – Added 7. Step 6.1.1 – Added 8. Step 6.2 – Revised 9. Step 6.2.1 (new Step 6.4.1) – Revised 10. Steps 6.2.2 & 6.2.3 – Removed 11. Step 6.3 – Added 12. Steps 6.5 & 6.6 – Added 13. Step 6.5 – Removed |