

CONTENT REVIEW VERIFICATION/INSTRUCTIONS

Use the **website** table of contents to audit the contents of the manual, and check only the policy statement or the procedure that you need to update the manual. Please forward this form back to the Auditing and Compliance Unit with the completed checklist. This audit is to be conducted by February of each year.

CURRENT

The Policy and Procedures Manual Number _____ was audited for content on (date) _____ and is current.

Name

Position

Facility/District/Unit

Division

The Policy and Procedures Manual Number _____ was audited for content on (date) _____ and required the documents as indicated on the attached table of contents.

Name

Position

Facility/District/Unit

Division

Manual updated by the Manual Holder Number _____ by _____
utilizing the website table of contents. Manual Holder

Please update your manual and return this form to the Auditing and Compliance Unit.

Original: Auditing and Compliance Unit
Copy: Procedures Officer/Designee