PROCEDURE REQUIREMENT CHECKLIST

Are procedures needed? YES if any of the following apply:

- ☐ Is there a new or substantially revised policy?
- ☐ Is there a regulatory requirement (external or internal) that obligates VU to satisfy certain procedural steps?
- ☐ Have you implemented a new or substantially revised business process?
- ☐ Do you have a business process or area of operation that is not well understood by staff?

Procedures may NOT be needed if:

- ☐ The material you want to cover is purely explanatory rather than directive. In this case, a supporting document may be more appropriate.
- ☐ The detail you wish to provide is of a very low level of granularity (ie. fields within a database). An internal standard operating procedure may better suit this purpose