



LEGAL & CORPORATE AFFAIRS UNIT

TITLE: Standard Operating Procedure for Reviewing Contracts			
SOP Number: LC 03		Revision Number: 2 Document Level: 3	Page 1 of 2
Approval Date: 26/06/2020		Effective Date: 24/07/2020	Review Date: 07/2022
Reviewed by:	M. Makumik Name	M Makumik Signature	24/06/2020 Date
Checked by:	P. Murandu Name	P Murandu Signature	24/06/2020 Date
Approved for use by: (Quality Manager)	A CHIKWORE Name	A Chikwore Signature	24/07/2020 Date

1.0 PURPOSE

To outline the procedure for reviewing contracts.

2.0 SCOPE

Applies to all contracts signed by MCAZ and its service providers.

3.0 FREQUENCY

As and when contracts are reviewed

4.0 LOCATION

- 4.1 The Master copy of this procedure shall be kept in the Quality Manager's office.
- 4.2 A controlled copy shall be kept in the Legal Unit office.

5.0 DEFINITION

N/A

6.0 RESPONSIBILITY

The Regulatory Officers shall be responsible and accountable for the implementation and maintenance of this procedure.

- 7.2 Within five working days of receiving a contract for review, the Regulatory Officer shall refer it to the relevant technical Units for review and input of changes into the contract. The Regulatory officer shall review the contract with input from the technical units and prepare the second draft.
- 7.3 The Regulatory Officer then refers the second draft to Supervisor for further review.
- 7.4 The Supervisor reviews the second draft within five working days of receipt and prepares the third and final draft.
- 7.5 The Supervisor, the Regulatory Officer, the Administration Manager and the Head or designate of the relevant technical Unit completes the document trail form LCF 01 and attach it to the reviewed contract. The Supervisor then sends the contract for authorisation by the Director- General.
- 7.6 The Director-General authorises the contract within two days of receipt and returns it to the Supervisor.
- 7.7 Either the Supervisor or the Administration Manager sends the final contract to the other party for signature.
- 7.8 After signature, the Supervisor makes copies of the signed contract and sends the original contract to the Director-General's office, a copy to the Procurement and Administration Unit and keeps a copy in the Legal Unit.

8.0 APPENDICES

N/A

9.0 RECORDS

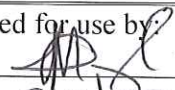
Document Number	Title of Record	Retention Period
LCA 01	Agreements/Contracts	5 years

10.0 REFERENCE

SOP MR 4.0, Writing Standard Operating Procedure

11.0 HISTORY

DOCUMENT HISTORY		
Revision Number	Date Approved	Reason for Change
0	April 2014	Rolling Review and System Improvement
1	January 2017	System improvement

Reviewed by: M. Matumbe	Checked by: P. Murandy	Approved for use by: 
Date: 24/06/2020	Date: 24/06/2020	Date: 24/07/2020