

LEGAL & CORPORATE AFFAIRS UNIT

Medicines Control Authority of Zimbabwe

TITLE: Standard Operating Procedure for Drafting and Reviewing of Contracts			
SOP Number: LC 03		Revision Number: 3	
		Document Level: 3	
		Page 1 of 2	
Date Issued for training: 28/01/22		Effective Date: 25/02/2022	
		Review Date: 02/2024	
Written by/ Reviewed by:	<u>E. S. S. S. S. S.</u> Name	<u>[Signature]</u> Signature	<u>25/01/22</u> Date
Approved by HoU/HoD:	<u>R. P. Chimhanga</u> Name	<u>[Signature]</u> Signature	<u>25/01/22</u> Date
Authorised for use by: (Quality Manager)	<u>A. Chimhanga</u> Name	<u>[Signature]</u> Signature	<u>25/02/2022</u> 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 DEFINITIONS

N/A

6.0 RESPONSIBILITY

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

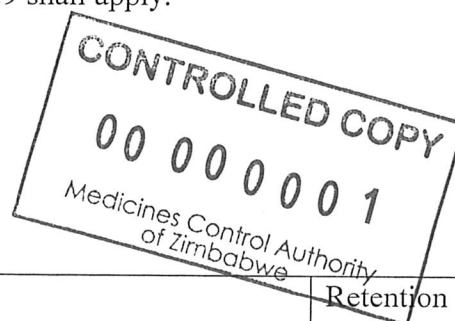
7.0 PROCEDURE

- 7.1. Upon receipt of an instruction to review or draft a contract, the Regulatory Officer shall enter a brief description of the instruction and date of receipt of the instructions in the Legal Unit logbook for monitoring of timelines LCA25.

- 7.2 Within five (5) working days of receiving a contract for review, the Regulatory Officer shall review the first draft of the contract and prepare the second draft.
- 7.3 The Regulatory Officer shall refer the second draft to the Legal Manager for review.
- 7.4 The Legal Manager shall review the second draft within five (5) working days of receipt and prepare the third draft. The Legal Manager shall refer the third draft to the instructing Unit/ Division.
- 7.5 The instructing Unit/Division shall incorporate changes or attend to issues raised by the Legal Unit before the contract is finalised.
- 7.6 The Legal Manager, the Regulatory Officer, and the head of instructing Unit/Division shall complete the document trail form LC 01 and attach it to the reviewed contract. The head of the instructing Unit/Division shall send the contract for approval and signature by the Director- General. The Legal Unit shall ensure that all changes and issues it has raised have been addressed before signing form LC01
- 7.7 The Director-General shall approve the contract within two days of receipt and return it to the instructing Unit/Division.
- 7.8 The head of the instructing Unit/Division shall send the final contract to the other party for signature.
- 7.9 After signature, the head of the instructing Unit/ Division shall make copies of the signed contract and send the original contract to the Director-General's office, a copy to the Legal Unit and retain a copy.
- 7.10 Where the Legal Unit is requested to draft a contract, the drafting of the contract shall be done within five (5) working days.
- 7.11 The Regulatory Officer shall refer the first draft to the Legal Manager for review.
- 7.12 The Legal Manager shall review the contract within five (5) working days and prepare a second draft which shall be referred to the instructing Unit/Division for review.
- 7.13 The instructing Unit/ Division shall prepare the third draft and refer it to the Legal Unit for finalisation. Thereafter paragraphs 7.6 to 7.9 shall apply.

8.0 **APPENDICES/ ATTACHMENTS**
N/A

9.0 **RECORDS**



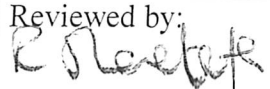

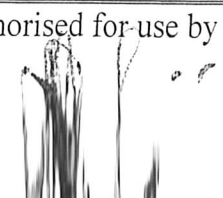
Document Number	Title of Record	Retention Period
LCA 01	Agreements/Contracts	5 years

10.0 **REFERENCE**

SOP MR 4.0, Writing Standard Operating Procedure

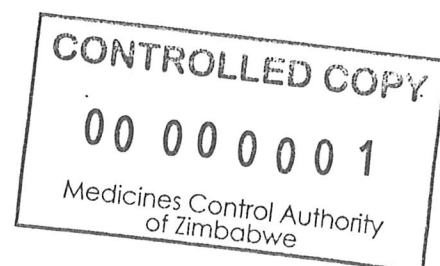
11.0 **HISTORY**

DOCUMENT HISTORY		
Revision Number	Date Approved	Reason for Change

Reviewed by: 	Approved by HoD/HoD 	Authorised for use by QM: 
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0	April 2014	Rolling Review and System Improvement
1	January 2017	System improvement
2	March 2020	Rolling Review and System and Improvement



Reviewed by: <i>E. S. S. S. S.</i>	Approved by HoD/HoD <i>R. P. Chimbenga</i>	Authorised for use by QM: <i>[Signature]</i>
Date: 25/01/22	Date: 25/01/22	Date: 25/02/2022