



SOP-100-09—Attachment 2: Request New SOP/SOG

1.0 ***Vital Information***

1.1 Submitted by: _____ Date: _____ (dd/mm/yyyy)

Name: _____

Firm/Agency/Dept: _____

Address: _____

Phone: _____

Email: _____

1.2 Proposed name for new SOP/SOG.

1.3 Briefly outline reason for request.

2.0 ***Define Subject of new SOP/SOG***

2.1 Detail specific gaps or omissions in current SOP/SOG documentation that will be addressed in the new SOP/SOG.

Attach additional as needed



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3.0 *Define Scope of new SOP/SOG*

2.1 Consider the section headings of a typical SOP/SOG and provide a list of points that should be included under various section headings for the new SOP/SOG.

Section heading / Detail:

Attach additional as needed

4.0 **References**

4.1 Document any cited references to governing or supporting documents that will need to be included in the new SOP/SOG (i.e., municipal by-laws, resolutions or policies; Provincial Acts and Regulations; contract documents, agreements; etc.).

Attach additional as needed



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5.0 Notes

5.1 Provide any additional information that may assist in creating the proposed new SOP/SOG.

6.0 MPS Notes

6.1 Review Comments
