





SOP Reference #: DP029

Operation/Task:	New client or NCOA PAF renewals			Equipment:	PC – eMail, Web browser, Excel
Owner:	DP Manager	Date Created:	7/21/14	Department:	Data Processing
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process to update documentation when new PAFs are received.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Keep track of active and expired NCOA PAFs	When new or renewed forms are received, update F:\CV1\5664234\VDP\NCOA_PAF\Move Update Compliance.xlsx spreadsheet with the necessary information. Refer to the Instruction tab for step-by-step instructions.	This is the master list of all active and expired NCOA PAFs and it needs to be kept current
Notes:				

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Kathy Osterberg	7/21/14
Rev 2	Lead and Manager review for relevancy. Corrected the purpose statement; Corrected path to the move update spreadsheet; updated to current SOP format.	Kathy Osterberg	2/21

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Rev. Date 4/20