**Annual Document Review Schedule**

Updated: April 2019

**January / February**

* Quality Manual
* Procedures
  + Control of Documents
  + Control of Non-Conformance
  + Control of Records
  + Corrective/Preventative Action
  + Internal Audit

**March / April**

* Work Instructions
* Accounting Forms
  + AP Voucher
  + Check Request Form
  + Credit Card Reconciliation Form
  + Expense Report Form
  + Substitute Receipt Form

**May / June**

* Human Resources Documents
  + New Hire Packet
  + HR Standard Forms
  + Policies and Procedures
* Program Management – Contract Document
* Purchasing

**July / August**

* Job Descriptions

**September / October**

* Management Review Documents

**November / December**