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| **College of Human Sciences Review Ethics Committee (CREC)** | |
| Title | SOP for the establishment of SOP’s for the CREC |
| SOP No | SOP 1\_CREC\_1.1 |
| Date of approval | 17/11/2017 |
| Revision date | 03 /08/2020 |
| Pages | 3 |

1. **COMPILATION AND AUTHORIZATION**

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| --- | --- | --- | --- |
| **Action** | **Designated person** | **Date** | **Signature** |
| Completed by | Prof J E Maritz  (Chairperson - HSREC) | 17/11/2017 |  |
| Adapted for CREC by: | Dr KJ Malesa  (Chairperson - CREC) | 03/08/2020 |  |
| Checked by: | Prof F Ferns  (Deputy Chairperson - CREC) | 10/08/2020 |  |
| Authorized by: | Prof K Masemola  (Executive Dean College of Human Sciences) |  |  |

1. **DOCUMENT HISTORY**

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| **Date** | **Version no** | **Reason for revision** |
| 1 September 2017 | 1 | Development of the document |
| 03 August 2020 | 2 | Reviewed and Adapted |

1. **ABBREVIATIONS AND/OR DEFINITIONS**

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| **Abbreviation/definition** | **Description** |
| CREC | College of Human Sciences Research Ethics Committee |
| SOP | Standard Operating Procedure/s |
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# PURPOSE OF THE SOP

The purpose of this SOP is to provide a framework for the establishment of all SOPs for the CREC relating to ethics matters. Important procedures and processes should be documented to ensure standard and uniform practices so that activities can be reproduced. SOPs should be regarded as living documents, to be reviewed, revised and updated at regular intervals.REC members and researchers should ensure that they use the most recent versions of documents.

# SCOPE

The scope of this document covers the establishment of all new SOPs for the CREC. It covers the responsibilities and procedure(s) to be followed, the essential elements to be included, as well as a template to be used for the establishment of a SOP.

# RESPONSIBILITIES

The chairperson, deputy chair and administrative assistant should be aware of the procedure to follow for the establishment of a SOP for research ethics within CREC to ensure a standardized approach.

# PROCEDURE(S)

* Should the need arise for the establishment of a new SOP for the CREC a request must be submitted to the chairperson of the CREC.
* The chairperson will review the request and authorize/decline the establishment of the SOP.
* The decision of approval/disapproval will be communicated to the requestor via email.
* On receipt of approval, the requestor will then write the SOP in accordance to SOP\_CREC\_1.1: SOP for the establishment of SOPs and use the provided template.
* The UNISA official font ‘Arial’ is used with a font size of 10, single line spacing
* When the first draft of the SOP has been written, the draft must be sent electronically to the Chairperson of CREC. The version number of this draft will be indicated as Draft X.
* The SOP will be distributed to the CREC.
* Any changes will be sent to the chairperson to implement with the requestor.
* The SOP is finalized, approved and signed by all parties.
* The SOPs for general use and for the RECs are placed on the CREC Ethics Webpage and a notice is sent to all CREC members and staff.
* After approval, the SOP will be placed on the Webpage of the Ethics Office.
* A database of all SOPs is kept by the CREC administrator.
* SOPs are revised as indicated on the specific SOP, following the same process that was followed during its development.
* SOPs must be adhered to stringently.
* When a SOP becomes redundant it should be withdrawn and widely communicated.

# ESSENTIAL ELEMENTS TO BE INCLUDED

* 1. SOP identification:
     1. Title of SOP no
     2. SOP no
     3. Version no
     4. Date of approval
     5. Revision date
     6. Web address
     7. Page no
  2. Compilation and authorization
  3. Distribution
  4. Document history
  5. Purpose of the SOP
  6. Scope
  7. Abbreviations and/or definitions
  8. Responsibilities
  9. Procedure(s) to be followed
  10. Reference documents
  11. Addenda
  12. Any other elements essential to the specific SOP

# REFERENCE DOCUMENTS

* 1. North West University, SOPs