

	Operating Procedure Attachment E	Procedure No.	A-02E
		Version No.	1.1
		Effective Date	5/23/08
Electronic Signature Approval Process		Distribution Restriction: None	

**Electronic
Signature
Approval**

When a draft Operating Procedure is complete then send the document for review and approval using the following steps:

Step	Action				
1	Open the Electronic Signature form located in the Action function on the MS Outlook Menu Bar in the Procedure Control Desk Mailbox.				
2	Fill out the form and include the following: <ul style="list-style-type: none"> • Procedure Title • Procedure Version Number • Due Date • Priority • Subject • Procedure Links (insert as a hyperlink) • Markup Links (insert as a hyperlink) • Description of Changes 				
3	E-mail the form to all parties that need to review and approve the document (listed in the back of each procedure).				
4	File a copy of the e-mailed form in the Procedure Control Desk Mailbox in the Electronic Approval folder under the applicable procedure number and version number.				
5	Review any approved or disapproved procedures as they are returned to the Procedure Control Desk Mailbox.				
6	Resolve any discrepancies delivered by any of the parties.				
7	Review the folder each time a response is delivered to determine if all of the signatures are back.				
8	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0ffff;"> <th style="text-align: center;">When...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">All of the responses have been returned and all discrepancies have been resolved,</td> <td style="padding: 5px;">Continue with the procedure distribution process. Refer to Sections 4 & 5 of A-02.</td> </tr> </tbody> </table>	When...	Then...	All of the responses have been returned and all discrepancies have been resolved,	Continue with the procedure distribution process. Refer to Sections 4 & 5 of A-02.
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