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## Review of Standard Operating Procedures and Terms of Reference

### 1- Definitions / Key Terms:\*

1-1 **Dubai Scientific Research Ethics committee (DSREC):** Is a Central Scientific and Ethical Committee for the Emirates of Dubai.

### 2- Purpose:

2-1 To document the procedure for the creation and implementation of new SOPs and review of existing SOPs

### 3- Scope of application

3-1 This applies to the members of DSREC, DHA Legal, and DHA Strategy.

### 4- Applicable To:

4-1 Members of DSREC

### 5- Responsibilities

5-1 Refer DHA/DG/MERD/001

### 6- Operational Resources:\*

6-1 Refer DHA/DG/MERD/001

### 7- Policy:

7-1 N/A

### 8- Procedure/Steps:

#### 8-1 Frequency and Process of DSREC SOPs Review:

1. The Standard Operating Procedures and Terms of Reference shall be reviewed at least every two years and amended as necessary.
2. The Standard Operating Procedures and Terms of Reference may be amended by following the procedure below:

#### For those proposals made by a DSREC member:

- The proposal must be in writing and circulated to all DSREC members for their consideration.

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- The views of the members should be discussed at the next scheduled meeting of the DSREC, and a vote taken at that meeting. Any member unable to attend such a meeting may register his or her views in writing.
- The proposal shall be ratified if two thirds of the members agree to the amendment.
- The Chairperson shall send the amendment to the DG review and approval if appropriate.
- For those proposals made by DG office will send the proposal to the DSREC and seek the views of any relevant person.

### 9- Deployment of Review of Standard Operating Procedures and Terms of Reference: (Check all that apply)

- Announcement  
 Awareness  
 Training  
 On Job Training

### 10- Measures of Review of Standard Operating Procedures and Terms of Reference

10-1 Refer DHA/DG/MERD/001

Target/Threshold

### 11- List of Risks of Review of Standard Operating Procedures and Terms of Reference:

11-1 Refer DHA/DG/MERD/001

Risk Level

### 12-Audit, Improvement & Development of Review of Standard Operating Procedures and Terms of Reference:

- 12-1 Internal audit for compliance with the document content  
 12-2 Corrective actions for non-conformities with the document content

### 13- Records of Review of Standard Operating Procedures and Terms of Reference \*

13-1 SOP

### 14- Annexes of Review of Standard Operating Procedures and Terms of Reference \*

- 14-1 References  
 14-2 Attachments

N.B.: "\*" Put "N/A" if there is nothing to write.  
 (*the document*) to be replaced by document title