

AMOP Review Checklist

This form is used by the responsible department to complete the annual review of an AMOP. If ALL lines can be answered with "yes," the AMOP does not need to be revised. If ANY line is answered with "no," the AMOP must be revised.

AMOP Procedure # & Title:			Date Reviewed:	
Reviewer(s):				
Section	Item	Y	N	Comments:
Standards/ Style	Each page has accurate headers.			
	Each page has correct page numbers.			
	The document font is Calibri, font size 11.			
	Spacing is set at 1.0			
	Single space between paragraphs.			
	Numbers zero (0) to nine (9) spelled out.			
	Appendix B is the LMS Training PowerPoint			
	Appendix C is the Flowchart			
	Definitions match the Terms in Use Guide.			
	Definitions are in alphabetical order.			
	Definitions recommended to be added to Terms in Use are highlighted.			
	The bullets & indentations are consistent with the AMOP template.			
	Definitions are underlined, the period following the term is not underlined.			
Procedure/ Body Text	All steps in the procedure are accurate and complete.			
	The writing style and grammar are of high quality.			
	The AMOP uses consistent tense.			
	The language is appropriate for the audience.			
	Unnecessary information and words are eliminated.			
	County-specific terminology used accurately and consistently throughout the document.			
	Acronyms and terms are properly defined.			
	All hyperlinks have been tested and work.			
	The document flow and structure are logical for the audience to follow.			
	Spelling and grammar check are complete.			
	The document text is concise and clear.			
Departmental Review [Recommended]	A user of this process has reviewed the procedure.			
	The Director reviewed this procedure.			
	All relevant stakeholder(s) reviewed this procedure.			
AMOP Submittal Requirements	Request for AMOP Form is complete and accurate.			
	AMOP Procedure is complete and accurate.			
	Training PowerPoint with script (for LMS voiceover) is complete and accurate.			
	Process Flowchart is complete and accurate.			