POLICY SIGNOFF

A practical one-page guide

Policy acknowledgment tracking checklist

THE GOAL Create a durable record of who reviewed which policy version, when, and by what deadline.

1 Prepare the policy

- [ ] Confirm the policy owner.
- [ ] Confirm the current policy version or effective date.
- [ ] Remove outdated copies from the employee-facing workflow.
- [ ] Decide what employees must do to complete the review.

2 Define the assignment

- [ ] Identify every employee or group that must acknowledge it.
- [ ] Set the assignment date and a clear due date.
- [ ] Decide who handles exceptions and overdue follow-up.
- [ ] Identify who monitors completion.

3 Collect the acknowledgment

- [ ] Give employees one clear place to review the policy.
- [ ] Require an explicit acknowledgment rather than an email reply.
- [ ] Record the employee, policy, and policy version together.
- [ ] Record status, completion date, and time.

4 Monitor the review

- [ ] Check pending assignments before the due date.
- [ ] Send reminders consistently.
- [ ] Review overdue assignments promptly.
- [ ] Keep exceptions and special handling notes with the assignment.
- [ ] Confirm employee changes do not leave assignments untracked.

5 Confirm the final record

- [ ] Can you identify everyone assigned the policy?
- [ ] Can you show which version each person reviewed?
- [ ] Can you identify completed and overdue acknowledgments?
- [ ] Can you show when each acknowledgment happened?
- [ ] Can you answer these without searching email or comparing spreadsheets?

START SMALL

Choose one recurring policy, one employee group, and one due date. Run the review, measure the follow-up required, and use what you learn to improve the next cycle.