

[insert organisation name/logo]

## Policy Review Form

**Policy Name:**

**Review Date:**

**Lead Reviewer:**

**Next Review Due:**

How well has the policy achieved its purpose and outcomes?

**Comments**

**Specific changes to be made to policy**

What concerns or implementation issues have been identified throughout the life of the policy?

**Comments**

**Specific changes to be made to policy**

What relevance does this policy have to operations (including other policies)?

**Comments**

**Specific changes to be made to policy**

What new information needs to be included?

**Comments**

**Specific changes to be made to policy**

What needs to be done to make this policy consistent with external &/or regulatory requirements?

**Comments**

**Specific changes to be made to policy**

Policy updated on [date] \_\_\_\_\_ Policy endorsed by Board [date] \_\_\_\_\_

Policy communicated to staff through \_\_\_\_\_ on [date] \_\_\_\_\_

Lead reviewer signature \_\_\_\_\_

**Reference:** *This is taken from the NADA Policy Review Form*

[http://www.nada.org.au/index.php?option=com\\_content&task=view&id=236&Itemid=44](http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44)