

Division Office Signature Approval PPD Policy 001-v03

Purpose

This policy insures that relevant PPD forms are reviewed and approved by the appropriate signature authority.

Policy

The Division Head may delegate authority for signature approval. Signatures required for any process or operation is described in the relevant procedure either in the PPD Policies and Procedures or the general Fermilab manual.

In the absence of the Division Head, the Deputy Division Head is authorized to approve all documents requiring the approval of the Division Head.

Owner

Responsibility for reviewing, updating, and communicating changes to this policy rests with the Division Head.

Review Cycle

This policy is to be reviewed at least every three years.

Revision History

Version	Date	Author	Notes
v01	nd		Original Creation
v02	12/13/2018		Updated for DocDB migration
v03	2/7/2023	Luz Jaquez	Reviewed