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procedures that are adopted by the firm in a clear and coherent way for both the staff and external parties such as the SRA or Insurers, to

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practices will document all procedures in an office manual, but there is no specific requirement that prevents procedures being documented in a number of different sources. See Lexcel England and Wales v6.1.

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obligations to put effective risk and compliance systems in place in your firm. It can be especially useful if you are just setting up a new legal practice or need to start afresh with an up to date set of policies and procedures.

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principals, the Office Procedures Manual is published in association with Professional Compliance Publishing and it is available to all Infolegal subscribers to download, adapt and amend as the firm requires.

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firm in a clear and coherent way for both the staff and external parties such as the SRA or Insurers, to understand the operation of the firm.

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departments

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Self assessment checklist ...

It is a requirement that those who have, or who are seeking, a contract with the LAA comply with the SQM (or an equivalent

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standard such as Lexcel). The Infolegal Office Procedures Manual will help to ensure that your firm is able to become, and remain, SQM compliant and we can also provide guidance and advice on how to apply for and achieve the standard.

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