



**Professional Compliance Division
Standard Operating Procedure (SOP) # 00-02
SOP Effective Date: January 31, 2001**

Subject: VERIFYING STATE LICENSES- REVOCATION

Background:

SOP 00-02 was executed in 2002, requiring the Professional Compliance Division conduct verification of state licenses upon request to ensure companies doing business with Miami-Dade Aviation Department (MDAD) possess the proper license to provide services. However, the Department of Internal Services – Procurement performs this verification for all bid proposers for the County. MDAD has an MOU with ISD-Procurement to perform all our procurement services, therefore this SOP is redundant and should be revoked.

Authorization:

Departmental Standard Operating Procedures No. 00-02, Written Procedures for MDAD Units, Division Directors may authorize policy for employees under their supervision and can therefore, upon proper justification, authorize its revocation. All SOP revocations shall be maintained by the Division to maintain accountability and transparency.

Standard Operating Procedures (SOP) Revoked: *SOP 00-02 Verifying State Licenses*

Division Director Name

Effective Revocation Date