



Xxxxxx Department  
Xxxxxx  
Division/Function

SOP #

Revision #

Implementation  
Date

Last  
Reviewed/Update  
Date

Approval

Page #

1 of xx

SOP Owner

## Standard Operating Procedure

### 1. Purpose

Describe the process for <official name of SOP>.

Describe relevant background information.

### 2. Scope

Identify the intended audience and /or activities where the SOP may be relevant.

### 3. Prerequisites

Outline information required before proceeding with the listed procedure; for example, worksheets, documents, IFAS reports, etc.

### 4. Responsibilities

Identify the personnel that have a primary role in the SOP and describe how their responsibilities relate to this SOP. If necessary, include contact information.

### 5. Procedure

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart.

### 6. References

List resources that may be useful when performing the procedure; for example, Admin policies, Municipal Code, government standards and other SOPs.

### 7. Definitions

Identify and define frequently used terms or acronyms. Provide additional and/or relevant information needed to understand this SOP.

# Ms Word Sop Template

**Lei Huang**



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