



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.

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Roman Wölfel



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