

	Your Company	SOP #:	
		Revision #:	
		Implementation Date:	
Page #:	1 of 1	Last Reviewed/Update Date:	
SOP Owner:		Approval:	

Standard Operating Procedure

1. Purpose

Describe the process for <official name of SOP> at the <name of location and/or environment>. Describe relevant background information.

2. Scope

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

3. Prerequisites

Outline information or equipment required before proceeding with the listed procedure, for example, tools, software, documents, and/or certifications.

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.

6. References

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

7. Definitions

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

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