

SOP Template

 Version #1.0

 Approved by: @Name

 Date:

Purpose

Include a simple statement regarding why you are writing this document. It may also be helpful to describe the purpose of the subject matter in the SOP.

Scope

This describes to whom or under what circumstances (or both) the document applies.

Definitions/Acronyms

- First term: Definition of first term.
- Second term: Definition of second term.

Procedures

Describe the process in detail using flow charts and/or hierarchical checklists.

- ☐ Step 1:
 - ☐ Step 1.1:
 - ☐ Step 1.2:
- ☐ Step 2:

Related resources

Include references and links to relevant materials which may be helpful for executing the process.

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