STANDARD OPERATING PROCEDURE (SOP)

SOP Title:
Department / Area:
Effective Date:
Review Date:
Version:

Purpose :

Explain what this SOP is designed to achieve.

Scope :

Describe when this SOP applies and who should follow it.

Responsibilities :

List the role(s) responsible for carrying out this procedure.

Procedure : (Step-by-Step)

1. Step one - clear action

2. Step two - clear action

3. Step three - clear action

Use numbered steps. One action per step.

Records & Tools :

List any forms, systems, or documents used.

Review & Updates :

State how often this SOP should be reviewed and by whom.

SOP CHANGE LOG

Date:

Version:

Approved / Signed By:

Notes:

SOP REVIEW CHECKLIST

- Is the SOP still accurate?

- Are all steps current and relevant?

- Are responsibilities clearly defined?

- Are tools and records still in use?

- Has the SOP been reviewed in the last 12 months?

Date:

Version:

Approved / Signed By:

Notes:

SOP WRITING GUIDE

What makes a good SOP

- Clear
- Specific
- Repeatable
- Easy to follow

How detailed should an SOP be ?

- Enough detail that a new staff member can follow it
- Avoid unnecessary explanations
- Focus on actions, not theory

Language rules

- Use "Do this" language
- Avoid jargon
- One action per step

How often SOPs should be reviewed

- At least annually
- When processes change
- After incidents or errors