

Standard Operating Procedure (SOP)

Title: [SOP Title]

SOP Number: [SOP Number]

Version: [Version Number]

Effective Date: [Date]

Review Date: [Date]

Prepared By: [Name/Position]

Approved By: [Name/Position]

1. Purpose

[Briefly describe the purpose of the SOP.]

2. Scope

[Define the scope of the SOP. What departments, processes, or activities does it apply to?]

3. Definitions

[Define any terms or acronyms used in the SOP.]

4. Responsibilities

[Outline the responsibilities of individuals or departments involved in the procedure.]

5. Procedure

1. **Step 1:** [Description of the first step in the process.]
2. **Step 2:** [Description of the second step in the process.]
3. **Step 3:** [Description of the third step in the process.]
 - o [Add sub-steps if necessary.]

6. Documentation

[List any forms, reports, or documents that are associated with the procedure.]

7. References

[Include any reference documents, policies, or regulations that are relevant.]

8. Revision History

Version	Date	Description of Change	Approved By
1.0	[Date]	Initial Release	[Name]