

## 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]

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### 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.]
  - [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]