SAMPLE TEMPLATE:

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| **SOP Name: Name of the SOP / Task** | | | | **Created On:** Date | | | | **Last Modified:** Date |
| **Purpose:** What you are trying to achieve / What is the reason for this activity | | | | | | | | |
| **Who performs the task?**  List all those responsible for carrying out the task | **Where is the task performed?**  Specify the location | | | | | **When is the task carried out?**  Specify how often it is to be completed | | |
| **Equipment/ Tools / Supplies:**  List all equipment, tools and supplies needed to complete the task | | | **Record / Form Used:**  Identify which records are kept to prove due diligence (if any) | | | | **Created By:**  Name | |
| **Modified By:**  Name | |
| **Health & Safety Warnings:**  List out what they may be and where to find additional info (example: for chemicals identify MSDS sheets are) | | **Cautions:**  Identify general cautions, things that could go wrong (example: Unplug all electrical equipment when washing) | | | **Terminology:**  Define any acronyms/abbreviations used (example: MSDS = Material Safety Data Sheet) | | | |
| **Procedure:**   1. Identify each step required to carry out the task 2. Use action words 3. Keep it simple and concise 4. Know the audience 5. Review & ensure accuracy by having someone who carries out the task review the document or watch the person carry out the task and check against the steps identified. | | | | | | | | |