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.
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