

Standard Operating Procedure (SOP)

SOP title		SOP number	
Version		Effective date	
Department / area		Owner	
Approved by		Next review date	

1. Purpose

Why this procedure exists, in one or two sentences.

2. Scope

The task, site, equipment and people this SOP covers. What it does not cover.

3. Responsibilities

Who does the task, who supervises, who signs off.

4. Definitions

Words and abbreviations a new worker may not know.

5. Safety and PPE

Hazards of this task and the protective equipment to wear. Repeat each warning at the step where it applies.

6. Equipment and materials

Tools, chemicals, forms and systems needed.

7. Procedure

One action per step. Start each step with a verb. Put the warning in the same row as the step.

Step	Action (start with a verb)	Key point / warning	Who
1			
2			
3			

4			
5			
6			
7			
8			
9			
10			

8. Checks and records

How to confirm the task was done correctly, and which record or form to fill in.

9. References

Related SOPs, regulations, manuals and safety data sheets.

10. Training sign-off

Name	Date	Signature	Trainer

Revision history

Version	Date	What changed	Approved by
1.0		First issue	