SOP Template

Last Updated:

Owner:

Updated by:

Status: Draft (or Live)

[**NAME OF PROCEDURE: NAME**](http://www.amazon.com/gp/product/0470876417/ref=as_li_ss_tl?ie=UTF8&camp=1789&creative=390957&creativeASIN=0470876417&linkCode=as2&tag=eventumillio-2)

Notes:

Recurring Tasks:

#1 Purpose

Identify the intended audience and /or activities where the SOP may be relevant.

#2 Responsibilities

Identify the personnel that have a primary role in the SOP (including the backup personnel) and describe how their responsibilities relate to this SOP. If necessary, include contact information.

#3 Procedure

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart.

#4 References & Definitions

List resources that may be useful when performing the procedure; for example, Admin policies, Municipal Code, government standards and other SOPs. List related URL’s to relevant video tutorials.

#5 Checklist

Name of Checklist:

[ ] Item 1

[ ] Item 2

[ ] Item 3

[ ] Item 4

[ ] Item 5

[ ] Item 6

[ ] Item 7

[ ] Item 8

[ ] Item 9

[ ] Item 10