SOP Template

One-page, twelve-section standard operating procedure

Context: The template I created for the company SOP library. Designed so a first-time reader can follow the process without help. See the SOP Program Guide for standards.

SOP name		**Owner**	
Purpose		Date	
Applies to		Version	

01 Outcome

What success looks like. When this process is complete:

- (add item)
- (add item)

02 Scope

When to use this SOP.

- Use this process when:
- Do **not** use when:

03 Inputs

What's needed to start.

- Information
- Access / tools
- Files / templates
- Permissions
- Prerequisites

04 Tools

Systems used in this process.

- (add item)

05 Roles

Role	Name / title
Primary (does the work)	
Support (as needed)	
Approver (if required)	
Escalation contact	

06 Rules

Important guidelines.

- (add item)

07 Steps

#	Step details (what to do)	Screenshot (if helpful)
1		
2		
3		
4		
5		

08 Checklist

Confirm before marking complete.

☐ (add item)
☐ (add item)
☐ (add item)

09 Exceptions

Issue	Action

10 Verification

How to confirm it was done correctly.

- (add item)

11 Next Steps

What happens after.

- (add item)

12 Revision History

Version	Date	Changes	By
1.0		Initial release	

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