1. **Purpose**

Explain the purpose of this document.

1. **Scope**

Define to which departments, processes or personnel this document applies; specify particular equipment or methodologies when needed.

1. **Responsibility**
   1. Define personnel and management responsibilities for the process or concept described herein.
2. **Definitions and Abbreviations**

## Define terms which are not commonly used in your industry. Abbreviations should be defined directly when first used in the SOP.

1. **Equipment and Materials**

## List all equipment and materials necessary to perform the tasks described in this document; include clerical supplies if special items are needed.

1. **Procedure**
   1. Define the steps/measures to be followed for this process. Utilize a level of sufficient detail to enumerate the appropriate steps to complete the process, without providing unnecessary specifics.
2. **References**
   1. Indicate any documents referenced in the text of this document or used during its creation.
3. **Appendices**

## Indicate any additional docs/amendments here

1. **Change History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Change Summary | Comments | Effective Date |
|  | Use the change history table for when you are updating the SOP; describe what is changing and why |  |  |
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1. **Review History**

|  |  |  |
| --- | --- | --- |
| Next Review Due | Management Review  Signature and Date | Quality Assurance Review  Signature and Date |
| TBD | Use the review history table for reviewing procedures annually and/or at whatever timeline is best for your business |  |
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