# **Simple SOP Template**

## **Basic information**

| **Company** |  |
| --- | --- |
| **Document title** |  |
| **Document version** |  |
| **Created by** |  |
| **Approved by** |  |
| **Purpose** |  |

## **Scope**

*Outline the specifics of what the SOP does and does not cover in order to avoid overlap.*

| **The SOP covers:** | **The SOP does NOT cover:** |
| --- | --- |
|  |  |

## **Procedure**

*Define the steps that make up the SOP.*

| **Check** | **Step** | **Description** |
| --- | --- | --- |
|  | Step 1 |  |
|  | Step 2 |  |
|  | Step 3 |  |

## **Resources**

*List links to any additional documents or tools relevant to this SOP.*

| **Item** | **Summary** |
| --- | --- |
|  |  |

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