

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
<input type="checkbox"/>	Step 1	
<input type="checkbox"/>	Step 2	
<input type="checkbox"/>	Step 3	

Resources

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



Item	Summary

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