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| cid:image001.png@01CDC410.EDE91A10 | **Title : SOP Template** | **SOP No:** |
| **Revision No:** |
| **Review Period:** |
| **Prepared By** | **Reviewed By** | **Approved By** |
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| **Purpose**  The purpose is intended to define what the procedure is intended to accomplish. Some background information may be included in the purpose to help explain the rational for the procedure. This Sop should answer the **“Why”** of the procedure. | | |
| **Scope**  **“Who”** needs to follow the procedure and **“what”** the procedure covers. | | |
| **Responsibility**  In this section, specify who is responsible for performing the SOP and who is authorized to perform the procedure. It is recommended that position titles be given rather than the specific names of individuals who will perform the procedure. | | |
| **Definitions**  Include definitions of terms and acronyms referenced throughout the procedure. | | |
| **Training**  Provide the qualifications and training required for those responsible for performing the procedure. | | |
| **Safety**  This section should include:   * Identifies hazards associated with the procedure * Available safety resources such as manuals, Material Safety Data Sheets * Safety equipment requirements; engineering controls; administrative controls * Personal protective equipment requirements * Steps to follow in the event of an incident or emergency | | |
| **Material and Equipment**  Identify any specific materials, equipment and tools required to perform the procedure. Include calibration, testing and maintenance requirements for equipment and tools. As applicable, equipment operating procedures should be incorporated into the procedure or referenced to manufacturer’s operating instructions. | | |
| **Procedure**  This section is intended to provide the steps involved in carrying out the procedure. From a work flow process, it is recommended that the procedure be provided in logical steps.   1. Step 1 …. 2. Step 2 …. 3. Step 3 …. 4. …… 5. Final Step   Ensure that sufficient detail is provided so that an appropriately trained person could perform the procedure without guidance. As appropriate, the procedure should include safety precautions, quality control measures, clean-up requirements, and disposal of hazardous waste, and troubleshooting tips. | | |
| **Review Period**  Specify the required schedule for review of the procedure. Typically, procedures are reviewed every three years but may be reviewed at any time. The procedure should be reviewed and revised immediately if errors are identified, or if the procedure changes.  Revisions to the procedure should be reviewed and approved by the person having overall authority over the procedure. | | |
| **Records**  In this section, list the record types that are generated from the procedure. This would include training records, log books, forms and electronic records. | | |
| **References**  List references and resources related to the procedure. This section should include applicable standards and legislation that may govern activities contained in the procedure. | | |