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What is an SOP?

SOP stands for Standard Operating Procedure.

This is a procedure that is specific to your business operation. It describes the steps necessary to complete tasks in accordance with industry regulations, laws or company standards.

How do I write an SOP?

1. Firstly, identify what the outcome of this procedure will be.
2. Determine where to document any correspondence for this task.
3. Write up the SOP - you can use our template for this, which is below.
4. Improve your process by refining your SOP regularly. Include how often your company should be doing this.
5. Update your SOP as needed.
6. Continue to refine as you repeat the review.

When do I need an SOP?

It is advisable to have an SOP in order to create a safe way to complete tasks as well as a company standard for completing such tasks. SOP's are for tasks which require a right and a wrong way to do things. They are not for creative tasks usually, but can be used for anything from tidying the staff room to operating heavy machinery.

Procedure title

Procedure author

Procedure creation date

Responsible person

Location of Procedure

Approval Signature

Steps to complete the process

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....
- 11.....

