Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Master: SOP- Standard Operating Procedures-Systems Vault**

**PREREQUISITES**

[Teamwork PM](https://sarahnoked.teamwork.com/)

[Master: SOP- Team Member Training & Ongoing - Systems Vault](https://docs.google.com/document/u/0/d/1ehsSFDBKm1GDYCPYGj_QW-rHjlUrTM5uk6D0EKqtfQM/edit)

[SOP- Creating Standard Operating Procedures- Systems Vault](https://docs.google.com/document/u/0/d/1DjY7eY1Rhjcmu0A7DuQEEoO_fNN3oMYmtj9dxSB6ng8/edit)

[SOP- Archiving Standard Operating Procedures- Systems Vault](https://docs.google.com/document/u/0/d/1xNYP7ppBBQP_joHPy0tgEkUNALOJP1HG_h-7OPqaG80/edit)[SOP- Maintaining Standard Operating Procedures- Systems Vault](https://docs.google.com/document/u/0/d/1eReQls6MYkJSyEtDzhC2g06M2GWI9aplxsZx9eqhpiU/edit)

[SOP- Creating Templates & Supporting Docs- Systems Vault](https://docs.google.com/document/u/0/d/1gXt067q-3l7ZiGqmqJc83gsqWHMxls7NSSW_fODW9mQ/edit)

[SOP- Creating Master Docs- Systems Vault](https://docs.google.com/document/u/0/d/1HYb-7dEiMj2iQgCaDCs0Xci9jQYSueLIw4ym4Xu3Iu8/edit)

1. SARAHNOKED.COM

**PURPOSE**Standard Operating Procedures (SOPs) are the bread and butter of our business and allow us to maintain a high level of quality assurance and standardization in the way we operate. As such, SOPs need to be created, maintained and archived ongoing.

**POLICY**

When creating SOPs ALWAYS use your @sarahnoked.com to login to Google Drive and to create SOPs, master docs, supporting docs and templates.

We have quarterly tasks in place in [Teamwork PM](https://sarahnoked.teamwork.com/) to maintain the SOPs by the Property ie. owners of the SOPs and accompanying documentation.

SOPs are put in place for ALL recurring tasks in Sarah Noked and our SOPs live in 1. SARAHNOKED.COM.

**PARTY**

All Team Members

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Creating SOPs

Part 2: Archiving SOPs

Part 3: Maintaining SOPs

**PROCEDURE**

**Part 1: Creating SOPs**

See: [SOP- Creating Standard Operating Procedures- Systems Vault](https://docs.google.com/document/u/0/d/1DjY7eY1Rhjcmu0A7DuQEEoO_fNN3oMYmtj9dxSB6ng8/edit)

See: [SOP- Creating Templates & Supporting Docs- Systems Vault](https://docs.google.com/document/u/0/d/1gXt067q-3l7ZiGqmqJc83gsqWHMxls7NSSW_fODW9mQ/edit)

See: [SOP- Creating Master Docs- Systems Vault](https://docs.google.com/document/u/0/d/1HYb-7dEiMj2iQgCaDCs0Xci9jQYSueLIw4ym4Xu3Iu8/edit)

**Part 2: Archiving SOPs**

See: [SOP- Archiving Standard Operating Procedures- Systems Vault](https://docs.google.com/document/u/0/d/1xNYP7ppBBQP_joHPy0tgEkUNALOJP1HG_h-7OPqaG80/edit)

**Part 3: Maintaining SOPs**

See: [SOP- Maintaining Standard Operating Procedures- Systems Vault](https://docs.google.com/document/u/0/d/1eReQls6MYkJSyEtDzhC2g06M2GWI9aplxsZx9eqhpiU/edit)

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**