

Standard Operating Procedure: [Insert Procedure Name]

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1. About this procedure

[Brief overview of the procedure]

* 1. Purpose

[Reason for this procedure]

* 1. Scope

[Who does this procedure apply to? What does it include?]

1. Procedure

[Include steps for completing the procedure. Use bullet points, tables, subheadings where required to simplify the procedure.]

1. Tools and/or technologies

[Include any tools and/or technologies that should be used for this procedure]

1. Document information and review
   1. Roles and responsibilities

The following table provides a list of the positions or departments that are responsible for this policy and procedure and the scope of their responsibility.

Table 1 – Responsibilities

| Role | Responsibility |
| --- | --- |
| CEO | Approver for this policy and procedure. |
| [Click/tap to select the position and department that is responsible for the procedure] | [Click/tap to describe the scope of their responsibility] |

* 1. Monitoring

[How will this procedure be monitored to ensure it is complied with? For example: What tasks will be performed? Is there a timeframe?]

* 1. Version control

|  |  |  |  |
| --- | --- | --- | --- |
| No | Effective | Approved by | Updates |
| 1 |  | [Click/tap to select the approver] | Initial release |

* 1. Document authority

This Standard Operating Procedure: [Insert Procedure Name] has been authorised by Catherine Dunn the CEO of Gelos Enterprises and is available to all staff. It has been developed in line with all relevant legislation, in consultation with committee representatives and will be revised on a regular basis.

Approval date: XX/XX/20XX