Standard Operating Procedure (SOP)

# 1. Purpose

This Standard Operating Procedure (SOP) outlines the step-by-step instructions to ensure consistency and quality in carrying out [process name]. The purpose is to provide clear guidance to all employees involved.

# 2. Scope

This SOP applies to [department/team/organization] and covers all activities related to [process or function]. It is intended for use by [specific roles].

# 3. Responsibilities

The following personnel are responsible for implementing this SOP:  
- Manager: Oversees implementation and ensures compliance.  
- Team Members: Follow the SOP and report any issues.  
- Quality Assurance: Monitors adherence and suggests improvements.

# 4. Definitions

Provide definitions for key terms or acronyms used in this SOP. For example:  
- SOP: Standard Operating Procedure  
- QA: Quality Assurance

# 5. Procedure

Step 1: [Describe the first step in detail.]  
Step 2: [Describe the second step.]  
Step 3: [Continue with further steps as necessary.]  
  
Each step should be written clearly to avoid confusion and ensure accuracy.

# 6. Safety & Compliance

All activities described in this SOP must comply with organizational policies and relevant legal or regulatory requirements. Safety measures must be observed at all times.

# 7. Documentation & Records

Records related to this SOP must be properly maintained and stored. Examples include logs, checklists, and approval forms.

# 8. Review & Approval

This SOP will be reviewed annually or as needed. Changes must be approved by the [department head/manager] before implementation.

# 9. Appendix

Include any supporting documents, forms, or flowcharts that help clarify the SOP.