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| Standard Operating Procedure  <SOP Template - System Name> |

# Purpose

*[A brief description of the purpose of this SOP, including why the SOP is required e.g. control requirement from security standard and guideline. Any regulations or procedures identified.]*

# Scope

*[Outline the area and context covered by the SOP.*

* *system administration and maintenance activities, such as managing backups and user accounts*
* *software and hardware configuration changes, such as patches, updates and upgrades*
* *the acquisition, support and disposal of assets*
* *the labelling, registering and mustering of assets]*

# Specific Procedure

*[This is the main text of the SOP. It must detail the procedure for the task to be performed.*

*There should be sufficient detail, clearly expressed, to enable a trained person to perform the procedure without supervision.*

*There should also be sufficient detail to enable a trained person to use the document to train others to perform the task. Use graphical flow diagrams to assist in explaining complex procedures if necessary]*

# Responsible Organization

*[Include the key Roles and Responsibilities of the system. E.g. information/system owner,* *custodian, resolver group, security officer etc.]*

# Document Approvals

*[list of Approver/Endorsers of the document with Approval/Endorsement record]*

# Document Administration

## Document Location

*[Location where the document is stored]*

## Document References

*[List of documents referred to in the development of this document]*

## Amendment History

*[This document has the following amendment history]*

## Glossary

*[Glossary]*