

# STANDARD OPERATING PROCEDURE

Standard Operating Procedure	Date		
SOP Title			
SOP Number			
Department			
SOP Prepared By (Author)			
SOP Creation Date			
SOP Reviewed By			
SOP Review Date		Next Review Date	
SOP Effective From		Last Update Date	

**CHANGE HISTORY**

SOP Number	Effective Date	Significant Changes	Previous SOP Number

SOP Number	Author	Reviewer

**Introduction**

*A general introduction, with a statement of rationale.*

**SOP Purpose**

*A brief description of the purpose of the SOP, it should describe why the SOP is required (e.g. compliance with GCP and other internal procedures and guidelines). Any regulations or procedures referred to in "Purpose" section should be identified. The source should be given in the reference section rather than direct quotes.*

**Scope**

*A statement that outlines the areas and context covered by the SOP. If there are any areas in which this SOP specifically does NOT apply, these should also be mentioned. This SOP provides guidelines to*

**Potential Problems**

*Defined the problems this procedure will address.*

**Definitions**

*When appropriate, a list of definitions should be included for terms used in the SOP. Acronyms and abbreviations should be explained at the point of use within the SOP and not listed in this section.*

Sr. No.	Term	Definition

**Roles & Responsibilities**

*A summary of the roles listed in the procedure and the responsibilities of each role holder for the procedures detailed in the SOP. The details of the responsibilities should be a brief list of the key tasks performed. This section should not be a complete summary of the SOP.*

Roles	Responsibilities

**Procedure**

*List all the procedure to complete this task in detail and include picture if possible.*

**Process Steps**

Sr No.	Task	Owner

**FORMS/TEMPLATES TO BE USED**

*Where Forms/Templates are referenced in the text, the numbers and titles are listed under this section.*

**Internal References**

*Insert relevant references as required, sufficient for the user to find the source document.*

**External References**

*Insert relevant references as required, sufficient for the user to find the source document. Web references should be included where possible.*

## About Snippyguy

Snippyguy is a purpose-led transformation partner to many of the world's largest businesses. For more than years, it has been collaborating with clients and communities to build a greater future through innovation and collective knowledge. Snippyguy offers an integrated portfolio of cognitive powered business, technology, and engineering services and solutions. The company's consultants in various countries help empower individuals, enterprises, and societies to build on vision and innovation.

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