

**Standard Operating Procedure**

**SOP-0XX**

**Title (Descriptive title that reflects the scope of the document and provides sufficient differentiation from other documents)**

| **Version History:** | | |
| --- | --- | --- |
| **Version** | **Author** | **Description** |
| 1 | Author’s name | Initial Version (Description of and reason for changes to document) |

Contents

[1 Purpose 4](#_Toc453326816)

[2 Scope 4](#_Toc453326817)

[3 Required Audience 4](#_Toc453326818)

[4 Glossary/Definitions (Include a list of key terms and abbreviations and related definitions used in the document ) 4](#_Toc453326819)

[5 Reference Documents (References are to include a listing of documents or regulations that affect or are affected by the document being created. For example, procedures may reference regulations, or other procedures. Ensure that any references cited are include in the body of the procedure.) 4](#_Toc453326820)

[6 Responsibilities (This section is not required, but can be used to define roles and responsibilities) 4](#_Toc453326821)

[6.1 Role 4](#_Toc453326822)

[6.2 Role 5](#_Toc453326823)

[7 Procedure (This section contains the process/procedure of the document and should include all information necessary to fulfill the purpose and scope of the document. Subsections and related topics should be included as necessary. 5](#_Toc453326824)

[7.1 Subsection 5](#_Toc453326825)

[7.2 Subsection 5](#_Toc453326826)

[7.3 Subsection 5](#_Toc453326827)

[7.4 Subsection 5](#_Toc453326828)

[8 Appendix/Attachments (If there are any appendices or attachments to the document, include them in this section.) 5](#_Toc453326829)

# Purpose

State the overall purpose and focus of the document.

# Scope

The scope defines the boundaries of the document. It should not be a re-statement of the purpose. It should include limitations and exclusions of the document.

# Required Audience

List all personnel who are required to read/train on the material presented in the document. The document Author may also choose to include personnel who are not directly affected by the document. Possible disciplines that may be affected by various Sequence company documentation includes, but is not limited to, all Sequence personnel, Sequence validation consultants, or Sequence management.

# Glossary/Definitions (Include a list of key terms and abbreviations and related definitions used in the document )

| **Term** | **Definition/Description** |
| --- | --- |
| **Term** | Definition |
| **Term** | Definition |

# Reference Documents (References are to include a listing of documents or regulations that affect or are affected by the document being created. For example, procedures may reference regulations, or other procedures. Ensure that any references cited are include in the body of the procedure.)

|  |  |
| --- | --- |
| **Document** | **Description** |
| **SOP-XXX** | Title |
| **SOP-YYY** | Title |

# Responsibilities (This section is not required, but can be used to define roles and responsibilities)

## **Role**

* Responsibility

## **Role**

* Responsibility

# Procedure (This section contains the process/procedure of the document and should include all information necessary to fulfill the purpose and scope of the document. Subsections and related topics should be included as necessary.

## **Subsection**

### Task/instructions

### Task/instructions

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### Task/instructions

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## **Subsection**

### Task/instructions

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# Appendix/Attachments (If there are any appendices or attachments to the document, include them in this section.)

|  |  |
| --- | --- |
| **Appendix/Attachment** | **Description** |
| **FORM-XXX** | Title |
| **FORM-YYY** | Title |