**Standard Operating Procedure**

*System Name  
Procedure Name*

*Month, year*

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# Introduction

## Purpose of this template

This Standard Operating Procedure (SOP) contains step-by-step instructions on how to carry out *<name of routine>* on *<System Name>.*

The primary audience for this document are personnel responsible for managing and operating the system.

## Using the template

To assist in filling out the SOP correctly, the following applies:

* Highlighted, italicized text throughout the template is provided as background information to assist in creating the document. In the final version of the document, this text must be removed and/or replaced by system-specific information.
* Existing chapters or subchapters shall not be deleted. If a subchapter is considered irrelevant for the system, this must be specified in the body text of the subchapter.
* New chapters and subchapters can be added as required. When doing so, the table of contents must be updated.

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