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How to Write a Standard Operating Procedure: 15 Steps

One of the easiest way to write standard operating procedures is to see how others do it. What I've done this week is share 7 examples of different standard operating procedures examples (also called SOPs) so you can see how different organizations write, format, and design their own procedures.

6 Examples of Standard Operating Procedures

The overall goal for any policy or procedure document is for the design to be simple, consistent, and easy to use. In order to ensure a consistent format between documents, the campus has developed a number of Microsoft Word templates to help the writers of policies and procedures get started.

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