



STANDARD OPERATING PROCEDURE

Do not Photocopy

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1. Purpose

<It is recommended that this section is introduced with a precis of the controls that are managed by this SOP>.

This document provides guidance for the *<describe the purpose of the document>.*

2. Scope

<Define what is in scope and what is out of scope of this SOP>

3. Responsibilities

<Add responsibilities as necessary. Only include responsibilities that are additional to the standard roles and responsibilities. It is preferable that any responsibilities listed here are further detailed as part of the Procedure section. It is also recommended that only responsibilities for the intended document distribution groups should be included.>

4. Procedure

<Describe the detailed instructions of the procedure that will be applied for this activity.>

5. Cross-referenced ISMS Documents

[Q-Pulse will insert the details of related documents associated with this document. If there are going to be no related documents the table below can be replaced with "None".]

Number	Type	Title
<NO DATA>	<NO DATA>	<NO DATA>

6. Appendices

[Containing examples of forms, diagrams and any additional information that is not included in the text]