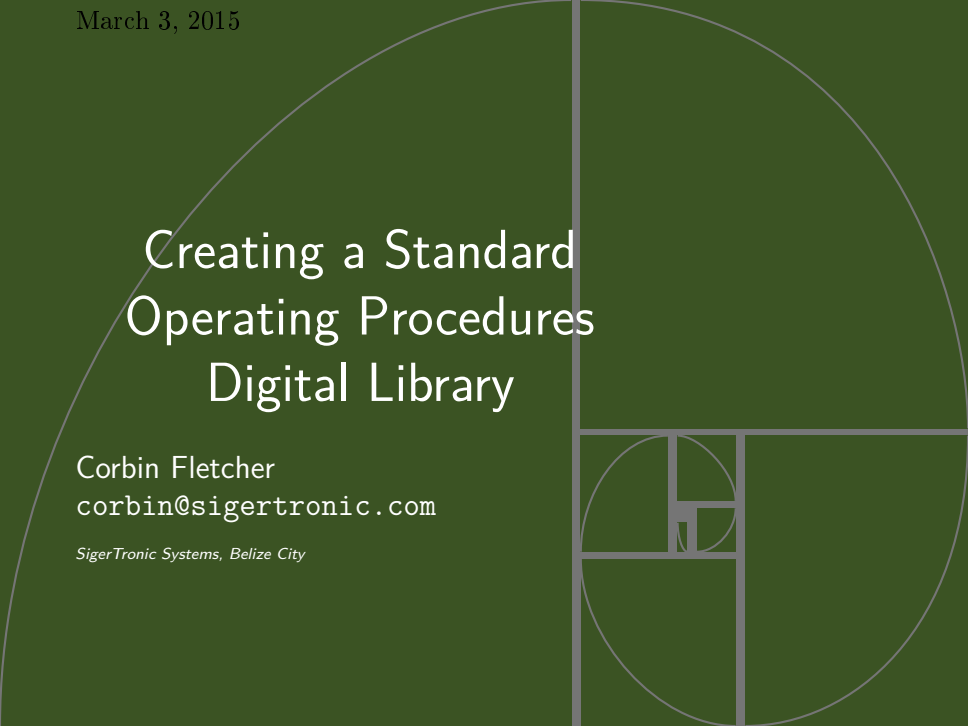


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# Creating a Standard Operating Procedures Digital Library

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## Outline

Introduction

Publishing & Development of SOPs

Quality Control

General Information

PartI

Introduction



## Brief Introduction

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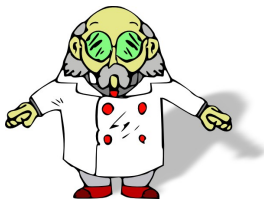
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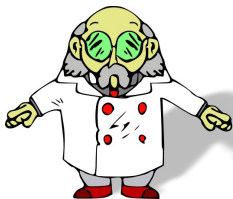
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- ▶ Every SOP will be composed in a consistent format, be easy to read, and easy to follow;
- ▶ Our SOPs will insure that each operation is completed consistently, and our companies standards are strictly adhered to.

## Brief Introduction





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### Standard Operating Procedures

Our SOPs will standardize our business processes as well as provide us with a corporate Quality Control (QC) mechanism while assuring consistency. And they will facilitate communication between team members. SOPs will insure that all team members are performing the tasks in the same manner.

## Preferred Definition of an SOP

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- ▶ “The best written SOPs will fail if they are not followed”;
- ▶ Employee participation in the creation of SOPs is crucial.

## PartII

### Publishing & Development of SOPs

## Individual SOP Development

### KEY CONCEPTS

- Identify key areas of our business that need attention first;
- prioritize the development of our SOPs with a focus in these defined key areas;
- detailed information should be collected about each business process;
- SOP are written with sufficient detail, so any team member can easily reproduce the steps;
- then tested for adequacy and completeness prior to being published.

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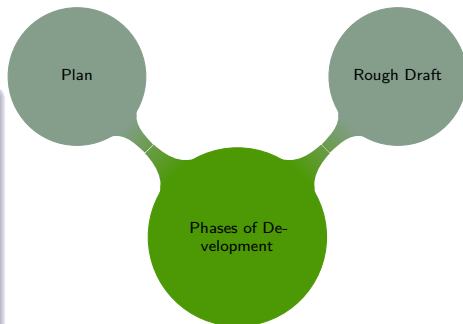
Plan

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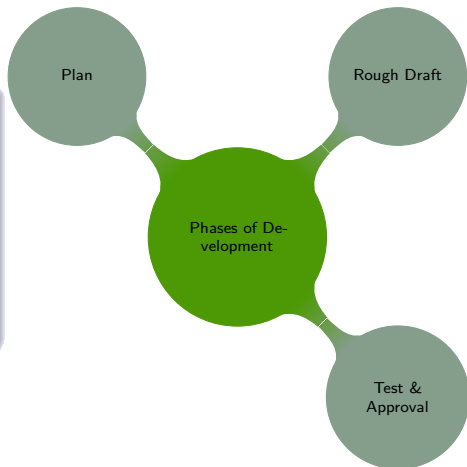
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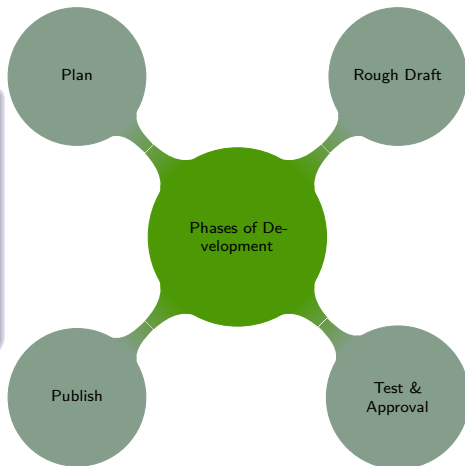
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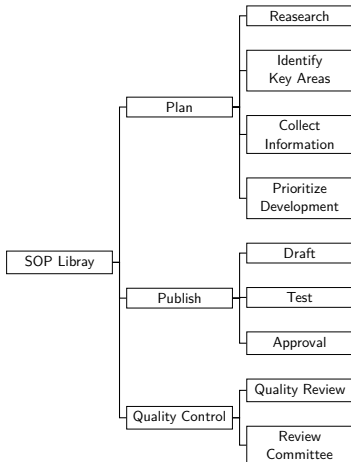
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Quality Control

## Establish a System of Quality Control

### Quality Control (QC)

In this Phase we need to establish a system of quality reviews (e.g., ... review all SOPs once once every two years?) so that as business process advance we can edit our SOPs so they remain accurate and up-to-date;



## Some Quality Control Mechanisms...

- After a rough draft of an SOP is written it will need to be tested for validity. This process will insure that the published SOP is accurate and contains sufficient detail.
- With required reviews we can prevent our SOPs from becoming out-of-date and assure that each SOP reflects the most current information about our operational procedures.
- Each SOP should be written in plain language, be easy to read, and easy to follow. The ultimate goal; however, is to provide sufficient amount of detail so that any team member can complete the process correctly and efficiently.
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## PartIV

Standard Operating Procedures General  
Information & Future Work

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### Intended Audience

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- ▶ Future Employees
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### Intended Audience

- ▶ Temporary Personnel
- ▶ Upper Management
- ▶ Government Officials

## Why Write SOPs

### Standard Operating Procedures

SOPs: The intention of our SOPs can be stated as, a set of written detailed instructions, or step-by-step instructions, on how to complete a single business process.



## Why Write SOPs

### Two Specific Reasons We Wrote Our SOPs...

- We designed our SOPs to help streamline individual training while maximize daily operational efficiency and increase productivity;
- Furthermore, each SOPs is specific to our organization and each SOP will serve as a historical and factual record of when our standards were established.





## Where To Find Our SOPs

- ▶ All our SOPs are store in SigerTronic Systems sharepoint directory.  
<https://sigertronicsystems.sharepoint.com>  
Then sub directory | SOPs | published\_sops
- ▶ All employees need access to our SOP library.

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I took the initiative to design a relevant solution for our particular needs. My solution directly address the design flaws present in our current digital library design.

Any Questions. . .  
Thank You for Your Attention.





The End  
All Thanks go to... SigerTronic Systems



SigerTronic Systems