

1.0 Table of Contents

1.0	Table of Contents.....	1
2.0	Purpose.....	1
3.0	Scope.....	1
4.0	Responsibilities.....	1
5.0	Definitions.....	2
6.0	Procedure.....	2
	Sections of SOPs and Their Purposes.....	2
	Layout of the Document.....	4
	Authorship of SOPs.....	5
	Making SOPs Effective.....	5
	Distribution of SOPs.....	6
7.0	Related Documents.....	6
8.0	Version History.....	6
9.0	Appendices.....	6

2.0 Purpose

This document

- a) provides a basic set of provisions for creating Standard Operating Procedures (SOPs),
- b) and is suitable for use as a template for doing so.

APPROVAL SIGNATURES

QA: _____

Date: _____

Other senior manager: _____

Date: _____

3.0 Scope

The document applies to all Standard Operating Procedures in use by the Company, and to all persons who may create or edit them.

4.0 Responsibilities

The Quality Assurance person is responsible for authorizing this document. All persons who write or edit SOPs are bound by this document.

5.0 Definitions

(The) Company:

Company XYZ.

In Effect:

During normal business operations, SOPs that are *in effect* shall be considered binding on the company, its personnel, and all other persons who are on the premises. The requirement to comply with the company's SOPs should be specified in the job descriptions of all employees and emphasized in their training.

Authorized Copies:

Authorized Copies of SOPs are those which have been prepared and distributed by the QA person according to the provisions of this document.

Official Version:

The version of an SOP which exists as a hard-copy print-out, and which has been signed by those responsible for it, and which is kept on file by the QA person, in a binder of those SOPs which are in effect.

(The) Premises:

Those grounds and buildings which are described in the Premises SOP.

SOP:

Standard Operating Procedure.

Standard Operating Procedure:

A document specifying the approved means of achieving the purpose identified within it.

Word:

Microsoft Office Word.

6.0 Procedure

Sections of SOPs and Their Purposes

6.1 SOPs shall be composed of the following sections, which shall appear in the following order:

- a) Table of Contents,
- b) Purpose,
- c) Scope,
- d) Responsibility,
- e) Definitions,
- f) Procedure,
- g) Related Documents,
- h) Version History,
- i) and, Appendices, as may be necessary.

6.2 The content of these sections shall satisfy the following purposes:

- a) **Purpose:** To be a succinct statement of the activity or thing defined by the SOP.
- b) **Scope:** To specify to what, and to whom the SOP applies. For example, an activity might be “to distribute finished cannabis products.” The corresponding SOP would apply to the distribution of cannabis products, and to the personnel involved in distributing them.

Responsibility: To identify (a) the person who is responsible for authorizing the SOP, and (b) the people who are bound by its provisions.

- c) **Definitions:** To provide definitions for any terms that have meanings different from their common meanings, or which are technical or otherwise obscure.

Procedure: To specify the what shall be done to achieve the Purpose defined in item 6.2a).

Related Documents: Minimally, to identify the documents that are referenced in the SOP, and / or which specify the regulations the SOP addresses, *etc.*

- d) **Version History:** To serve as a concise history of the evolution of the SOP, in which each item shall provide the date the version in question was prepared, and a brief description of how the document was changed for that version.
- e) **Appendices:** To collect documents, drawings, tables, forms, signs, templates, *etc.*, that are associated with the SOP, or required by it, or generated by it.

Layout of the Document

- 6.3 **First Page Header:** The first page header shall be the header found on the first page of this document, adapted appropriately for each SOP in respect of title, version, effective date, and author.

First Page Footer: The first page footer shall be the footer found on the first page of this document, except as may be required by item 6.12b), below.

- 6.4 **Other Headers:** Headers on pages other than the first page, and in appendices, shall have the header found on the corresponding pages of this document, adapted appropriately for each SOP in respect of title.

Headers in appendices shall be as the header on this page, except: (a) no page number accounting shall appear, and (b) the title of the appendix shall be centered and italicized.

- 6.5 **Section numbering:** Sections shall be numbered and ordered as they are in this document. Section numbering shall be accomplished automatically using the Multilevel List of which, for example this item, number 6.5, and item 6.0, "Procedure," are members. Section numbers shall be formatted as "Heading 1" in the Styles group, on the Home tab of this document in Word.

- 6.6 **Numbering within sections:** Items within sections, such as this item, number 6.6, shall be included as necessary within a section. They shall be formatted as "Heading 3."

- a) Items in the third level of the list, such as this one, shall be formatted as "Heading 4."

- 6.7 **Subsection Headings:** Subsection headings, such as the heading reading "Layout of the Document," at the top of this page, shall be included as necessary within a section. They shall be formatted as "Heading 2."

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- 6.8 **Page numbering:** Page numbering shall occur on all pages as it does on this page, except the first, and those in appendices.
- 6.9 **Page size and orientation:** SOPs shall be prepared for printing on 8 ½" x 11" paper in portrait orientation. However, it shall be acceptable for content to appear in landscape orientation when necessary.
- a) However, mixing different sizes of paper should be avoided.

Authorship of SOPs

- 6.10 SOPs should generally be authored by the persons who have the primary responsibility for the activity defined in the SOP. For example, the Master Grower should write the Grow SOPs.

Making SOPs Effective

- 6.11 If necessary, the SOP's version number shall be increased by 1, and the date it is to be made effective shall be placed in the Effective Date box in the first page header of the SOP.
- 6.12 The QA person shall have the authority to make most of the company's SOPs effective, but the Security SOP is an exception, and other exceptions are possible. In the case that authority for an SOP is not held by the QA person, the appropriate person shall be:
- a) named in the Responsibilities section of that SOP, and
- b) a signature line for that person shall replace the signature line reading "QA" in the Approval Signatures box in the first page footer of the SOP.
- 6.13 However, making an SOP effective shall nevertheless require two ink signatures in the Approval Signatures box, on a hard-copy of the SOP. The signatures shall be those of:
- a) the QA person, or, in the case of SOPs for which the QA person does not have authority, the person who does, and
- b) a second high-ranking employee (the Responsible Person, the Head of Security, the Master Grower, *etc.*,) as may be appropriate.
- 6.14 The Official Version of an SOP shall be the signed document resulting from item 6.13. Official Versions which are *in effect* shall be maintained in a binder for that purpose by the QA person.

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- 6.15 Authorized Copies of an SOP are those which have been prepared either by photocopying the Official Version or by scanning it to pdf followed by printing, and upon which the QA person has written the word "Authorized" and inscribed his or her initials in ink.
- a) It is preferable to take steps such that Official Versions and Authorized Copies both exhibit colour.
- 6.16 SOPS with version numbers smaller than 1 shall be considered "not in effect" and shall have the words "Not in Effect" under the words "Effective Date" in the first page header.

Distribution of SOPs

- 6.17 It shall be the responsibility of the QA person to distribute Authorized Copies of SOPs to those locations where they may be required.
- a) The QA person shall keep a list of locations to which SOPs are distributed, and the SOPs which are to be present in each.
- b) It shall be the responsibility of the QA person to replace SOPs which have been updated according to the provisions of the Change Control SOP,
- c) and to destroy copies of previous versions, both in these locations, and in the binder of SOPs that are in effect.

7.0 Related Documents

Change Control
Premises

8.0 Version History

8.1 New document.

9.0 Appendices

9.1 Appendix 1: Example Appendix

Appendix 1: Example Appendix
