**Standard Operating Procedure**

[Process\_Name]

[Process\_PublishedVersionNbr]

Issued on [today\_date]

Issued by [name of user]

Table of content

**[Process\_Seq\_Nbr].[Process\_Name]**

Process description:

[Process\_description]

Process goal:

[Process\_Goal]

|  |  |
| --- | --- |
| Input: | Output: |
| [Process\_Input] | [Process\_output] |

RACI:

[Process\_RolesRACI]

**[FlowObject\_Seq\_Nbr].[FlowObject\_Name]**

FlowObject description:

[FlowObject\_description]

FlowObject goal:

[FlowObject\_Goal]

|  |  |
| --- | --- |
| Input: | Output: |
| [FlowObject\_Input] | [FlowObject\_output] |

RACI:

[FlowObject\_RolesRACI]