# Instructions for Using This SOP Template

This SOP template is structured to support documentation best practices in regulated and production environments (e.g., GMP, ISO 9001, ICH Q10, internal QMS systems).

It is intended to:

* Simplify SOP creation for authors
* Ensure consistency and audit readiness across SOPs
* Encourage structured thinking aligned with compliance standards

**Sections of This Template:**

1. SOP Information Form: Captures metadata such as title, author, version, scope, safety, and other compliance-critical info.

* This should be filled out by the SOP author at creation time.
* Fields can be added or renamed to align with your company-specific QMS requirements.

1. [OPTIONAL] One-Time Input Table: Captures repeated-use values (lot ID, tool ID, route name, etc.).
   * Meant for use in SOPs with operational parameters or instructions that get reused multiple times.
   * Populate once and reference throughout the procedure to reduce errors.
   * Use Word's cross-reference tools to reference those fields throughout the SOP body.
   1. Use 'Insert > Bookmark' to assign names to fields in the One-Time Input Table.
   2. Use 'Insert > Cross-reference' to insert those fields elsewhere in the document.
   3. Refresh fields with 'Select All (Ctrl+A) > F9' after updating inputs.
2. Procedure Form: Contains a boxed procedure section for clear stepwise instructions.
   * Add or revise steps using an action-first, outcome-defined approach.
   * A notes area is provided for field use or administrative context.
3. Change Log: Tracks formal edits to the SOP.
   * Always update this log when a revision is made.
   * The 'Version' field in the SOP Information Form should match the latest entry in this log.

**General Authoring Tips:**

* Keep instructions unambiguous and sequential
* Start each step with a verb (e.g., Load, Inspect, Verify)
* Include any safety, escalation, or handoff guidance
* Use consistent formatting and terminology

# SOP Information

|  |  |
| --- | --- |
| **Title** | **[SOP Title]** |
| Scope / Use Case | [Brief description of what this SOP covers] |
| SOP ID | [SOP-XXX] |
| Author | [Name] |
| Effective Date | [YYYY-MM-DD] |
| Version | v1.0 |
| Materials or Systems Required | [List materials, tools, or systems] |
| Restrictions / Limitations | [Any known restrictions or cautions] |
| Safety or Compliance Notes | [PPE, handling instructions, regulatory flags] |
| Additional Notes | [Optional comments or references] |

# One-Time Input (Optional)

|  |  |
| --- | --- |
| **Field** | **User Input** |
| Lot ID | [LOT-ABC123] |
| Tool ID | [TOOL-01] |
| Process Route | [ROUTE\_XYZ] |
| Responsible Role | [Operator / Engineer / Reviewer] |

# Procedure

The following steps define the standard procedure. Expand, delete, or modify steps as needed.

1. Verify all required materials and tools are available.
2. Load wafer/test lot [LOT-ABC123] into tool [TOOL-01].
3. Execute the defined recipe under [ROUTE\_XYZ] parameters.
4. Monitor tool outputs and log anomalies or exceptions.
5. Initiate handoff or closeout steps per internal guidelines.

## Execution Notes / Administrative Use:

[Leave blank for user annotations during SOP use or post-execution comments.]

# Change Log

This log must be updated any time this SOP is revised.

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Change Description | Author | Date |
| v1.0 | Initial template creation | Josh Villanueva | 2025-06-21 |