

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Post Drywall Walk	6/12/24	V1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
Outline items to inspect on Post drywall inspection			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
What are the sequential steps?			
Step Description		Who is Responsible?	
What are the outputs [Defined Standards of Completion or Deliverables]			
Who does the process transfer to next?			
Name	Department or Function	Milestone	