Standard Operating Procedure (SOP)

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| Document ID: | [ID Number] |
| Version: | [Version Number] |
| Effective Date: | [DD/MM/YYYY] |
| Review Date: | [DD/MM/YYYY] |
| Prepared By: | [Name, Role] |
| Approved By: | [Name, Role] |

# 1. Purpose

This SOP outlines the process for automating [brief description of the task/process] to ensure [objectives such as increased efficiency, accuracy, etc.].

# 2. Scope

This SOP applies to [departments, teams, or systems involved], outlining the steps, roles, and tools necessary for [automation process name].

# 3. Definitions

- Automation: [Definition of automation in the context of this use case]

- [Other technical terms]: [Definitions]

# 4. Roles and Responsibilities

- Role 1: [Description of responsibilities in the automation process]

- Role 2: [Description of responsibilities in the automation process]

# 5. Tools & Systems

- Tool Name 1: [Tool description, version]

- Tool Name 2: [Tool description, version]

# 6. Preconditions

Before starting the automation process, ensure that the following conditions are met:

- Condition 1

- Condition 2

# 7. Procedure

## 7.1 Step-by-Step Instructions

1. Step 1: [Description of the first step in the automation process]

2. Step 2: [Description of the next step]

## 7.2 Error Handling

If [error/scenario], follow these steps:

- Resolution 1

- Resolution 2

## 7.3 Verification and Validation

How to verify that the automation process is successful.

# 8. Metrics and KPIs

- Metric 1: [Description of Key Performance Indicator]

- Metric 2: [Description of Key Performance Indicator]

# 9. Post-conditions

After completing the automation process:

- Post-condition 1

- Post-condition 2

# 10. Change Management and Review

All changes to this SOP must follow [change control procedure] and be reviewed periodically.

# 11. References

- Link 1 to related documents, manuals, etc.

- Link 2 to related tools, databases, etc.

**Template 1: Detailed Workflow Template**

**[Company/Department Name]**

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**1. Objective**

* The purpose of this SOP is to outline the automated workflow for [process name], ensuring consistency and high efficiency across the department.

**2. Scope**

* This document applies to [teams/systems] involved in the automation of [process name].

**3. References**

* [Link to any references or related SOPs].

**4. Related Documents**

* [Document 1]
* [Document 2]

**5. Process Flowchart**

* Insert a high-level process flow diagram for visual clarity.

**6. Detailed Workflow**

* **Step 1**: [Description of first step]
* **Step 2**: [Description of second step]

**7. System Requirements**

* Tools or software: [List]
* Hardware: [List]

**8. Exception Handling**

* Define what to do in the event of an issue during automation.
* [Procedure for Error 1]
* [Procedure for Error 2]

**9. Post-Implementation Verification**

* Steps to validate the success of the automation process.

**10. Recordkeeping**

* Documentation and logs required for compliance after the automation process is executed.