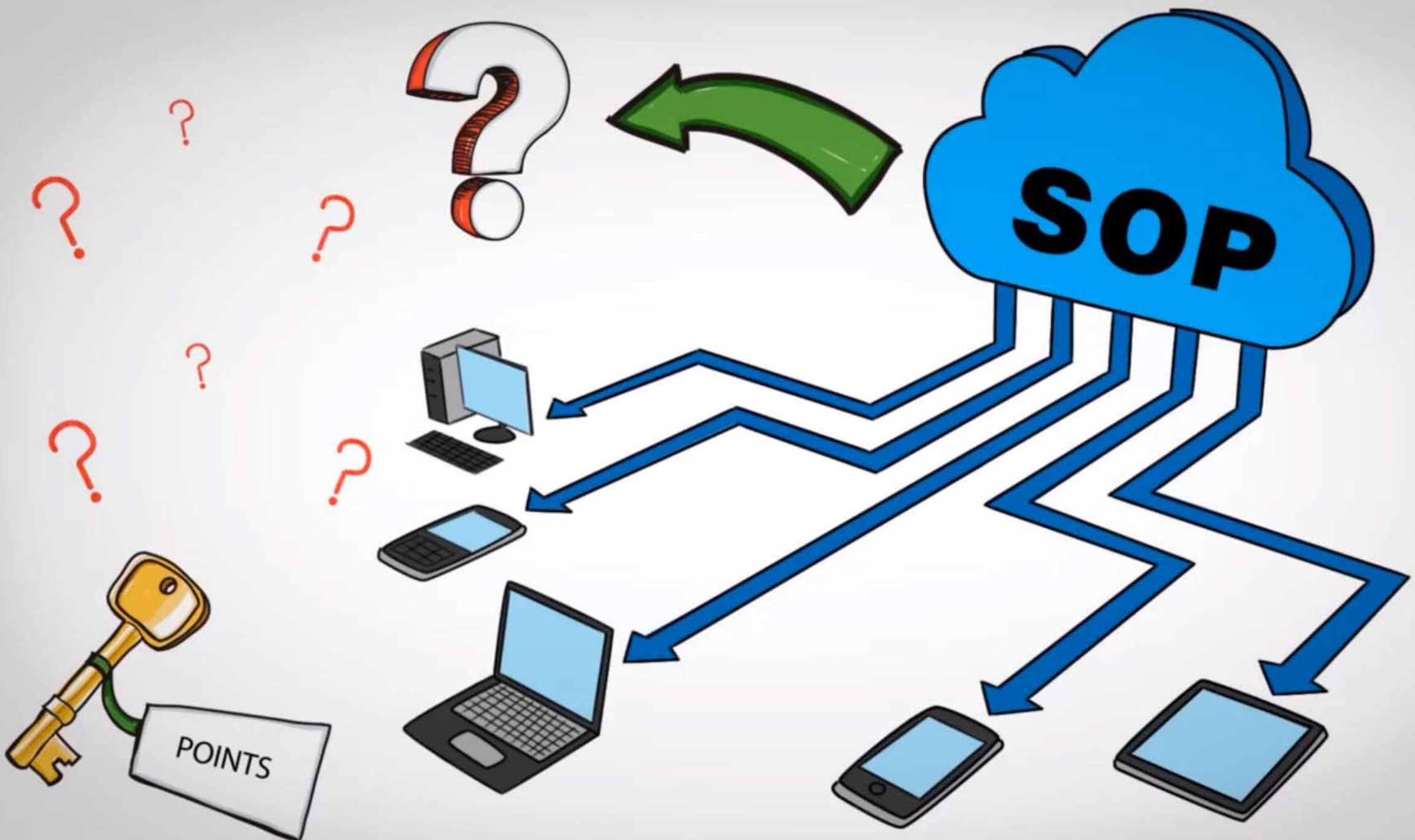


# How to make Standard Operating Procedures (SOP)

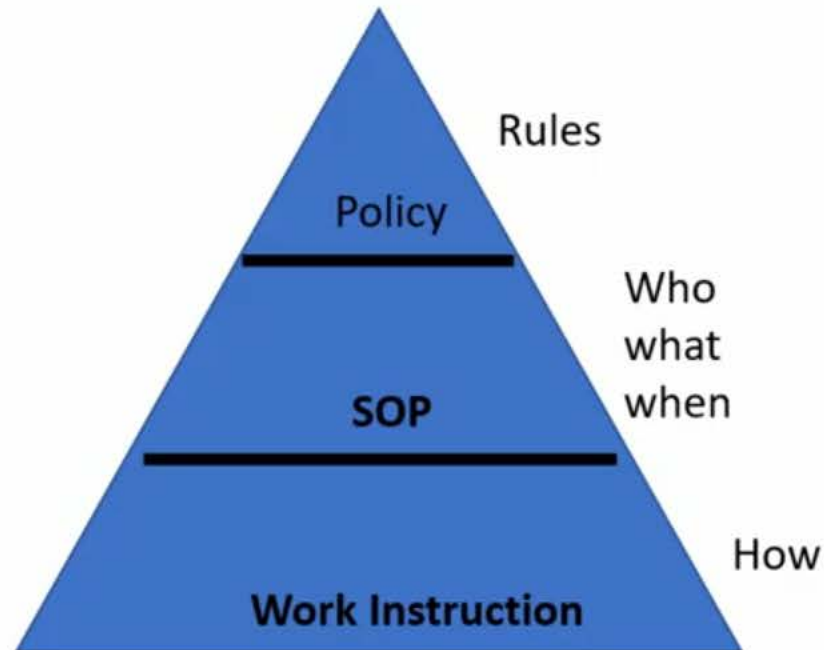


# What is SOP

set of step-by-step instructions compiled by an organization to help workers carry out **complex** routine operations

SOP is the foundation of success of any organisation

SOP is a recipe

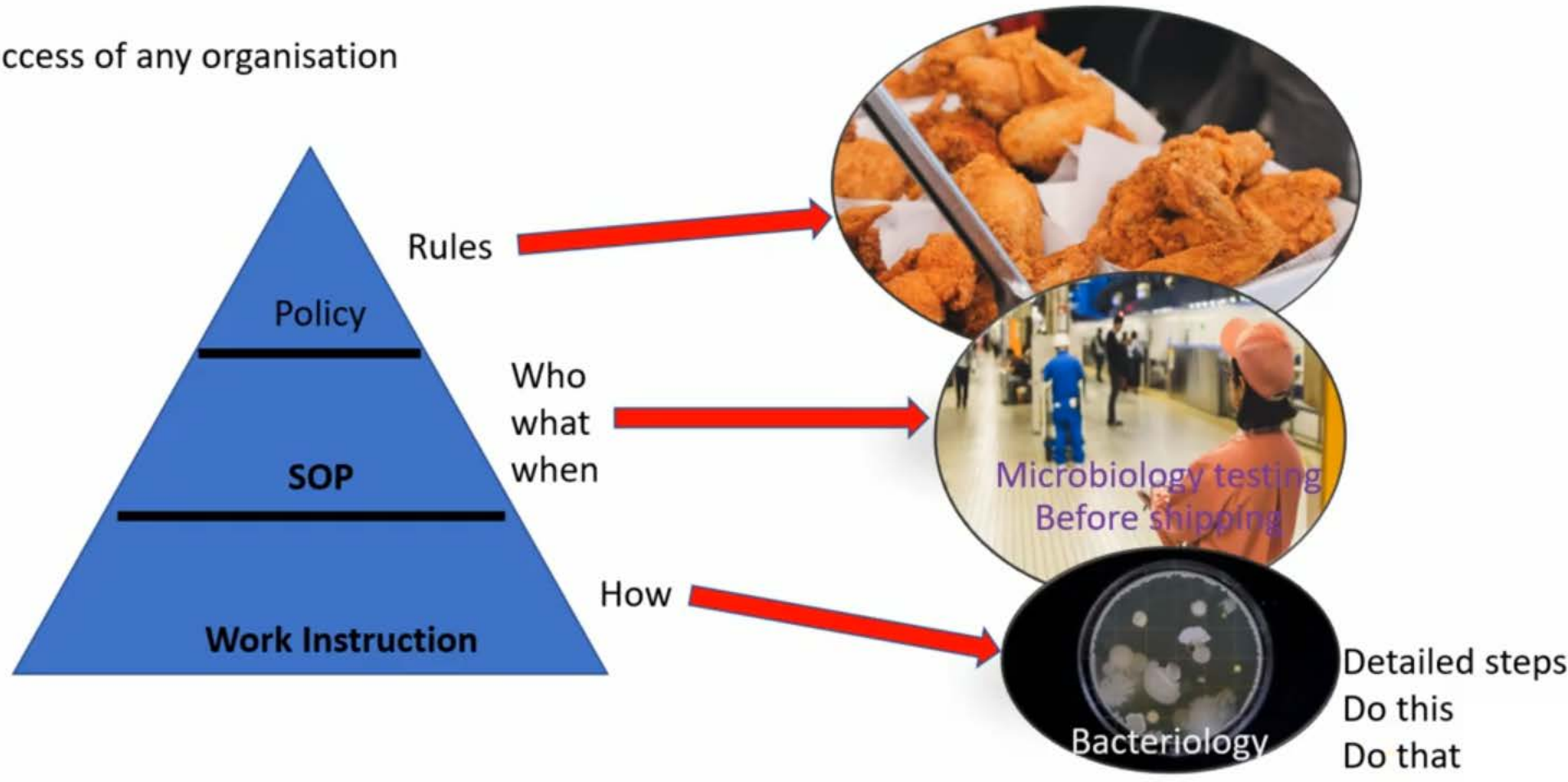


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# SOP



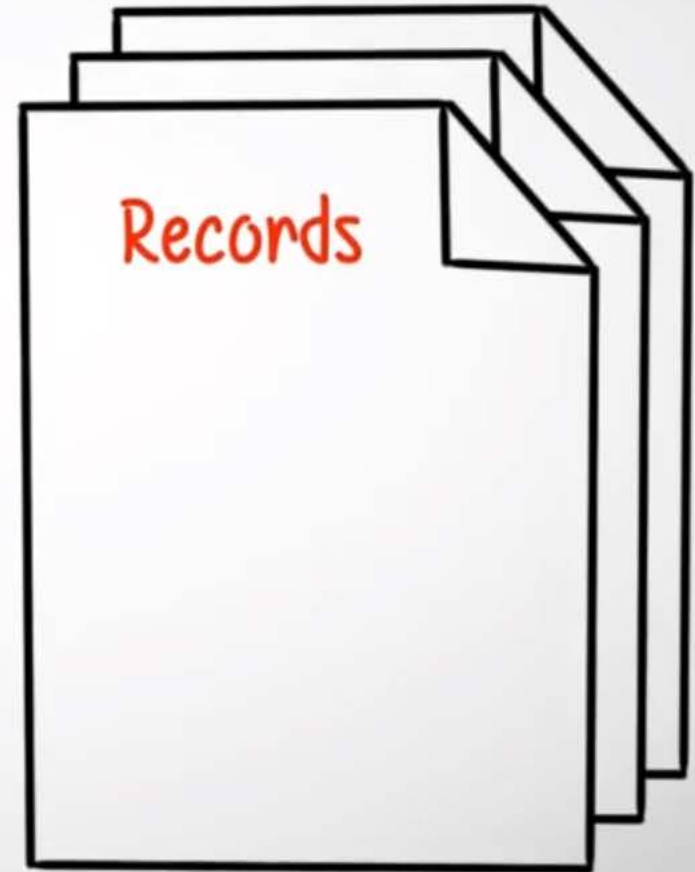
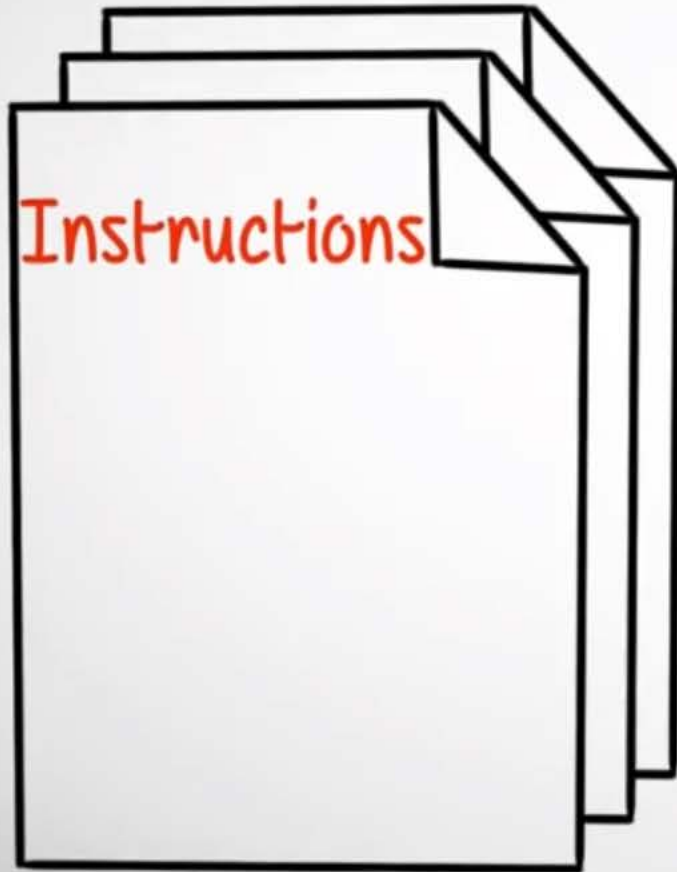
Recipe to make this cake again and again



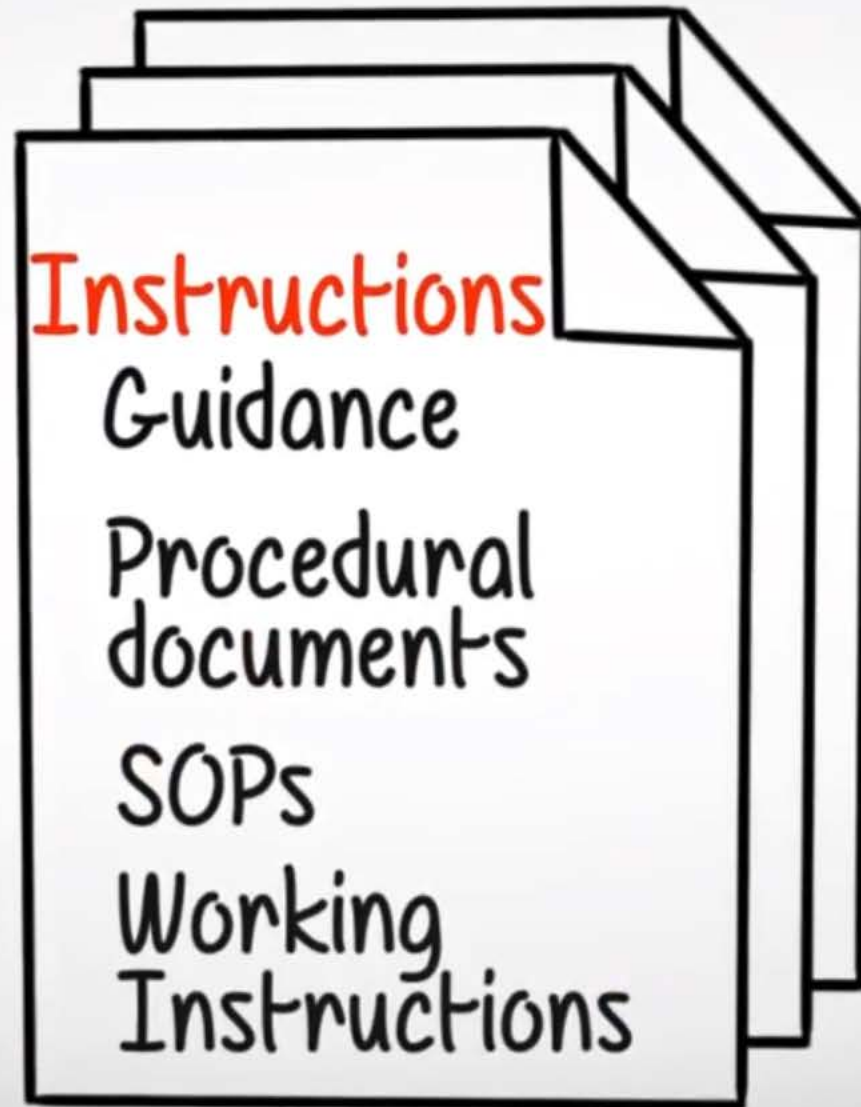
- What are the ingredients?
- Who is going to make it?
- When are you making it?



# Documents for GCP Compliance



# Documents for GCP Compliance



```
graph TD; SOP[SOP] --- WI[Working Instructions];
```

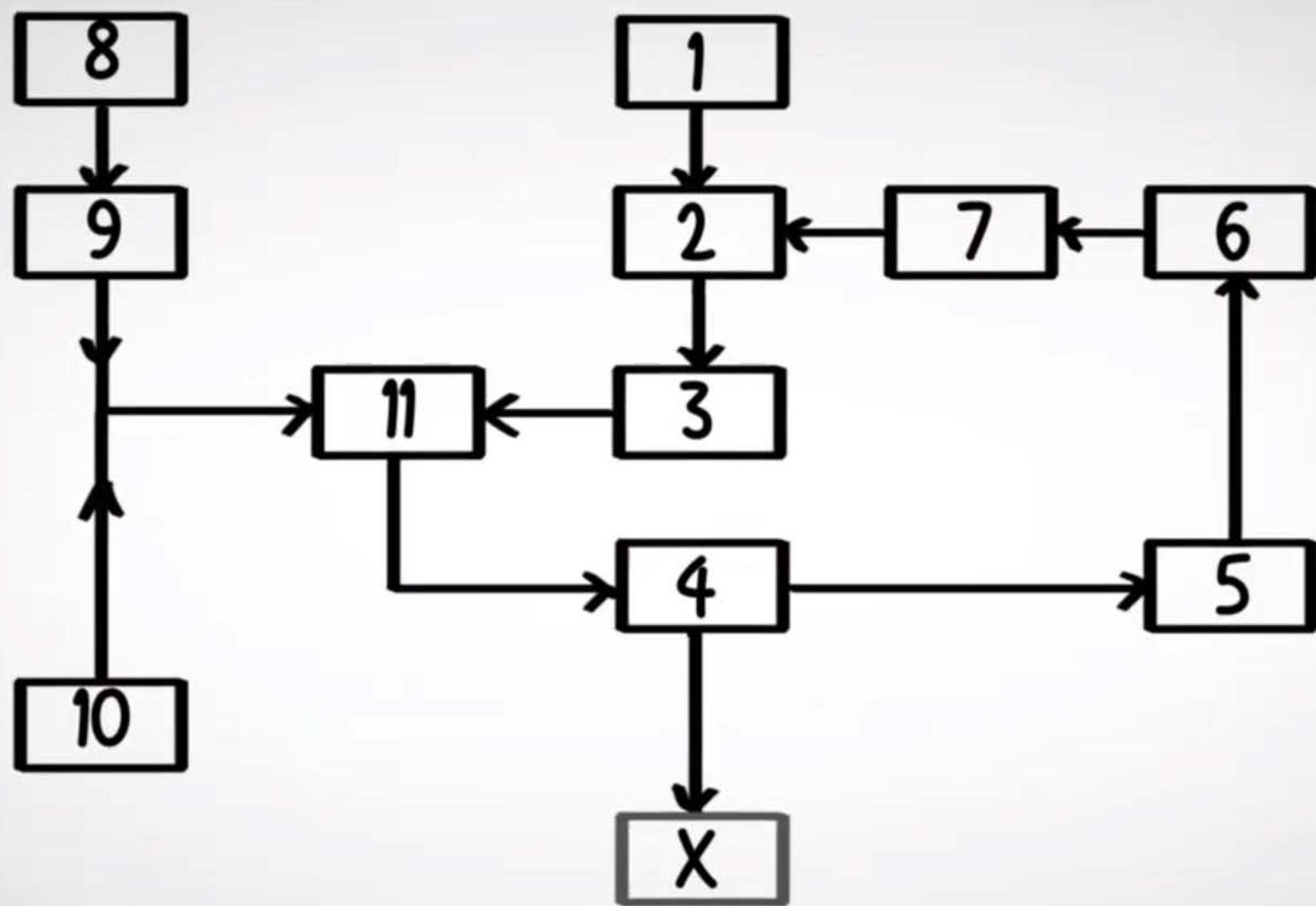
SOP

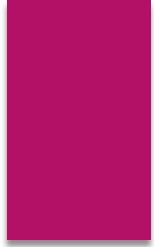
Working  
Instructions



**Standard Operating Procedure (SOP):** Detailed written instructions to achieve uniformity of the performance of a specific function and tend to be broad in nature.

**Working instructions (WI):** Working instructions are process flows which give guidance on how to do a particular task in the SOP and can be more detailed.



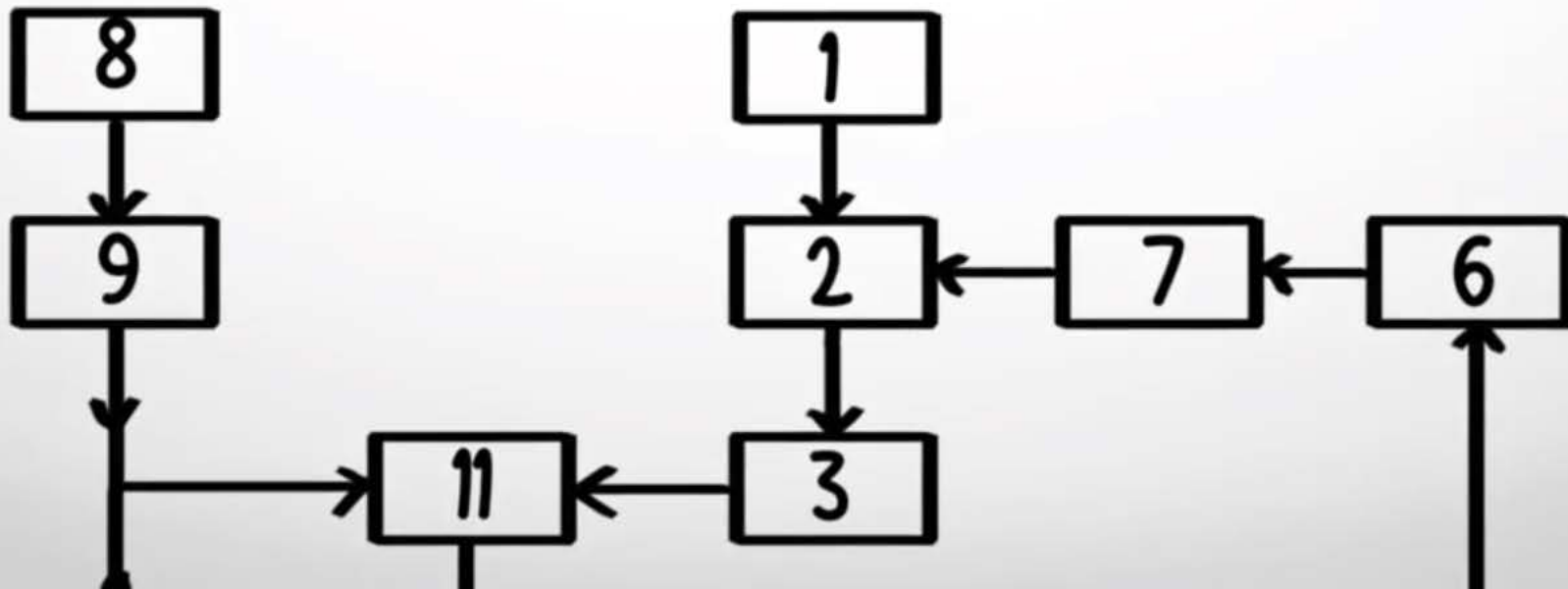


Applicable  
Laws

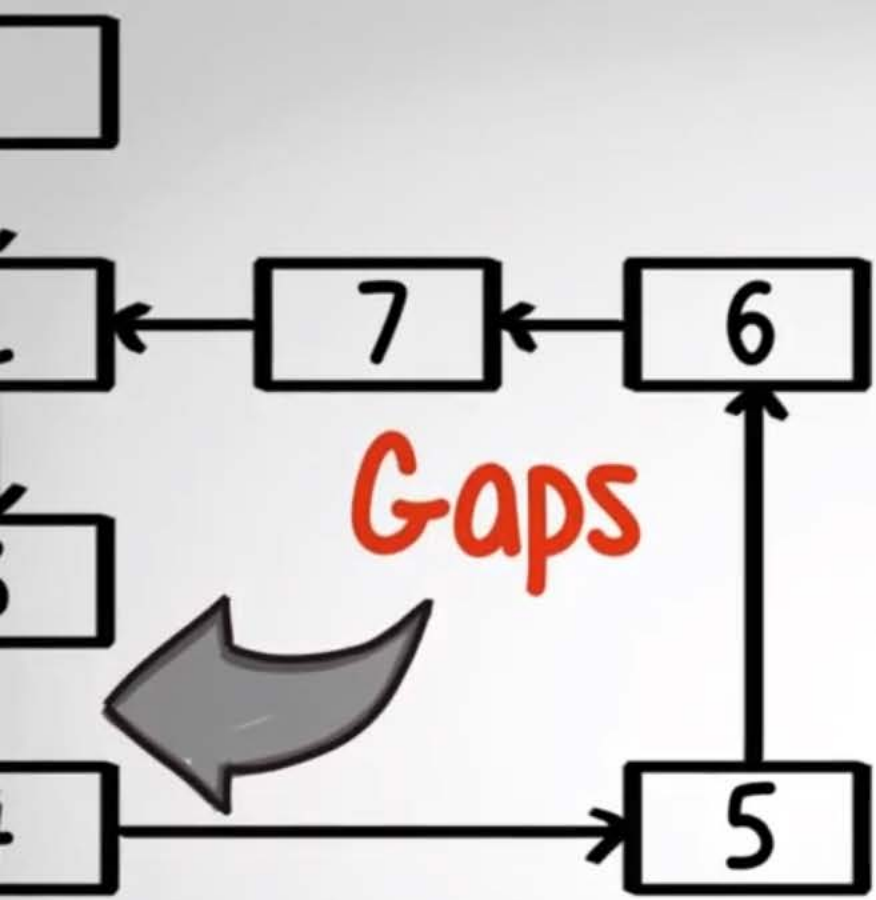


Responsibilities

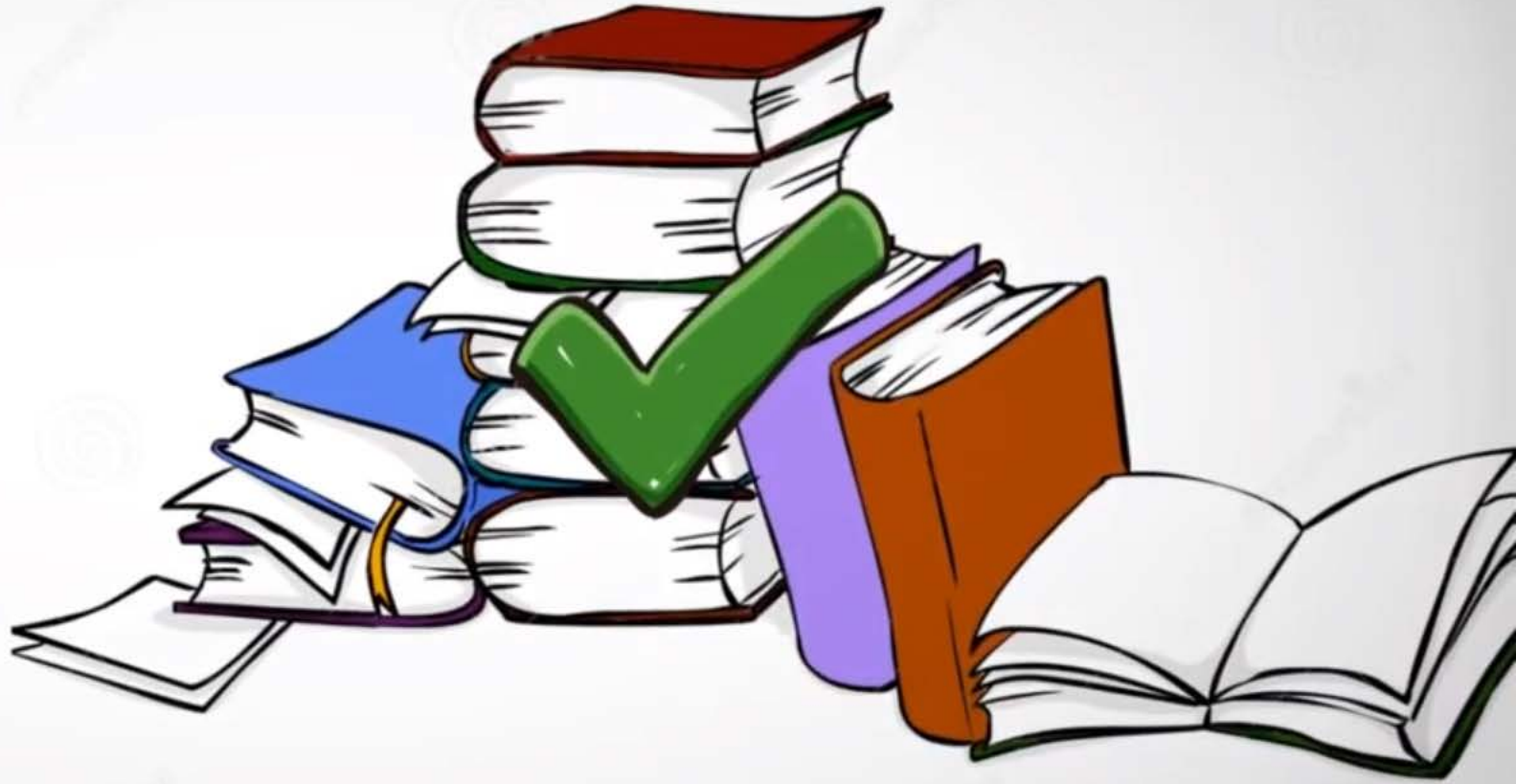
Regulations







Non  
Compliance

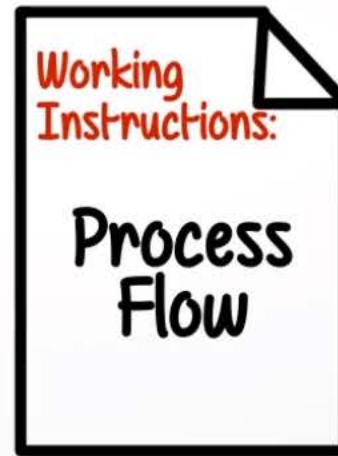
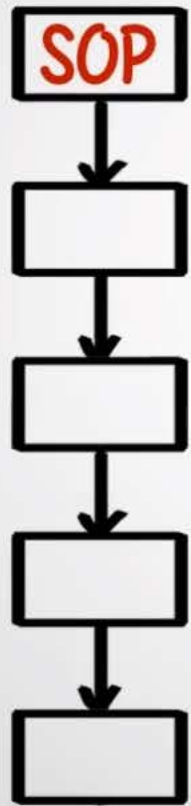


**Clear  
Tasks**



**Responsibilities**

The elements of the SOP must cover the purpose and scope of the procedure.















Ensure that the users maintain their  
**training records** for key operating procedures.



Procedural documents  
must be **crisp** and **concise**

# References

- ▶ [https://www.sans.org/information-security-policy/?utm\\_campaign=resources&utm\\_source=featured&utm\\_medium=web&utm\\_content=policies](https://www.sans.org/information-security-policy/?utm_campaign=resources&utm_source=featured&utm_medium=web&utm_content=policies)
- ▶ [https://content.spiceworksstatic.com/service.community/p/post\\_attachments/0000113879/507c2c44/attached\\_file/BLK\\_otbts\\_documentation-template\\_2012-10-15.pdf](https://content.spiceworksstatic.com/service.community/p/post_attachments/0000113879/507c2c44/attached_file/BLK_otbts_documentation-template_2012-10-15.pdf)