Standard Operating Procedure

**Document Title:** [SOP Title]

**Document Number:** [XXX]

**Version:** [X.X]

**Effective Date:** [Date]

**Review Date:** [Date]



****

***Insert your logo here***

Table of Contents

**Contents**

[1. Document Control 3](#_gjdgxs)

[2. Purpose 3](#_30j0zll)

[3. Scope 4](#_3znysh7)

[4. References 4](#_2et92p0)

[5. Definitions 4](#_tyjcwt)

[6. Procedures 5](#_3dy6vkm)

[7. Responsibilities 6](#_1t3h5sf)

[8. Revision History 6](#_4d34og8)

[9. Appendix 6](#_2s8eyo1)

## 1. Document Control

*This section details the control of the document, including the author, approver, and revision history.*

|  |  |  |
| --- | --- | --- |
| Author | Approver | Revision History |
| *Name, Position* | *Name, Position* | *Date* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 2. Purpose

*This section outlines the purpose of the SOP.*

|  |
| --- |
|  |

## 3. Scope

*This section describes the scope of the SOP, including the areas, departments, or sectors to which it applies.*

|  |
| --- |
|  |

## 4. References

*This section lists all external and internal references used in this SOP.*

|  |
| --- |
| **Item 1:** *Link reference here***.****Item 2:** *Link reference here***.****Item 3:** *Link reference here***.****Item 4:** *Link reference here***.** |

## 5. Definitions

*This section explains any specialized or uncommon terms used in this SOP*.

|  |
| --- |
| **Term 1:** *Add the term definition here.***Term 2:** *Add the term definition here.***Term 3:** *Add the term definition here.***Term 4:** *Add the term definition here.* |

## 6. Procedures

*This section provides a detailed, step-by-step description of the procedures to be followed.*

|  |
| --- |
| 1. *Description of the first step to be followed.*
	1. *Any additional information.*
	2. *Any additional information.*
	3. *Any additional information.*
 |
| 1. *Description of the second step to be followed.*
	1. *Any additional information.*
	2. *Any additional information.*
	3. *Any additional information.*
 |
| 1. *Description of the third step to be followed.*
	1. *Any additional information.*
	2. *Any additional information.*
	3. *Any additional information.*
 |
| 1. *Description of the fourth step to be followed.*
	1. *Any additional information.*
	2. *Any additional information.*
	3. *Any additional information.*
 |
| 1. *Description of the fifth step to be followed.*
	1. *Any additional information.*
	2. *Any additional information.*
	3. *Any additional information.*
 |

## 7. Responsibilities

*This section outlines the roles and responsibilities of individuals or teams in executing the SOP.*

|  |
| --- |
| 1. ***Name, Position:*** *responsible for steps one and two.*
	1. *Any additional responsibilities.*
2. ***Name, Position:*** *responsible for steps three and four.*
	1. *Any additional responsibilities.*
3. ***Name, Position:*** *responsible for step five.*
	1. *Any additional responsibilities.*
4. ***Name, Position:*** *responsible for reviewing.*
	1. *Any additional responsibilities.*
 |

## 8. Revision History

*This section records changes made to the document, including the date, summary of changes, and names of approvers.*

| Date | Approvers | Summary of Changes |
| --- | --- | --- |
| *Today’s date* | *Name, Position.* | *Ex. Steps three and four are assigned to new team members.* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 9. Appendix

*This section contains any additional information, charts, diagrams, etc., that support the SOP.*

|  |
| --- |
|  |



Looking for more templates? We’ve got you covered with simple and effective templates to improve your work. Check out [HubSpot’s 121 free business templates](https://www.hubspot.com/business-templates) designed to help your business grow today!