# Standard Operating Procedure

[Procedure title, e.g. Opening the Store]

**SOP #** [OPS-001] **Version** [1.0]

**Department** **Effective date**

**Author** **Approved by**

## 1. Purpose

[Why this procedure exists and what it achieves.]

## 2. Scope

[Who and what this procedure applies to, and any situations it does not cover.]

## 3. Roles and responsibilities

| Role | Responsibility |
|---|---|
| | |
| | |
| | |

## 4. Materials, tools and systems needed

- [ ] [Item]
- [ ] [Item]
- [ ] [Item]

## 5. Safety and compliance notes

[PPE, hazards, legal or quality requirements to be aware of.]

## 6. Procedure

| Step | Action | Responsible | Notes / tips |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

## 7. Related documents

templatewebsite.info

## 8. Revision history

| Version | Date | Description of change | Approved by |
|---|---|---|---|
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