

SOP template

Standard operating procedure – fill-in template with nine sections

Replace the grey guidance text with your own content. Keep activities at procedure level and refer to work instructions for hands-on detail. Digital version with version control and automatic records:

<https://workinstruction.app/sop>

1. Identification

SOP number	
Title (process + object)	
Version	
Owner (role)	
Approved by / date	
Next review date	

2. Purpose

Why this procedure exists, in one or two sentences. Refer to the policy or requirement it serves (for example ISO 9001 clause 8.4).

3. Scope

Where the procedure applies and where it does not: sites, products, departments, situations. Name the exclusions explicitly and the SOP that covers them.

4. Responsibilities

Which role performs, checks, approves and records. Use roles, never names.

5. Definitions

Only the terms and abbreviations that could be misread. Leave out if everything is obvious.

6. Required resources

Tools, materials, equipment, forms, software, qualifications and protective equipment the operator must have before starting.

7. Procedure

Numbered activities in sequence, one activity per number, verb first. Add decision points ("If ..., go to 7.6") and acceptance criteria. Refer to work instructions (WI-...) for detail.

No.	Activity (verb first)	Responsible role	Acceptance criterion / decision	Record
7.1				
7.2				
7.3				
7.4				
7.5				
7.6				
7.7				
7.8				

8. Records and references

Record	Where kept	Retention

References (related SOPs, work instructions, standards, drawings, forms):

9. Revision history

Version	Date	Change	Approved by

Checklist before approval

- ☐ Number, version, owner and review date are filled in.
- ☐ Purpose refers to a policy or requirement.
- ☐ Scope names the exclusions.
- ☐ Every responsibility is a role.
- ☐ Every activity starts with a verb and has one clear result.
- ☐ Every decision point has a criterion and a next step.
- ☐ Every record is named, with location and retention time.
- ☐ Referenced work instructions exist and are current.
- ☐ The procedure was walked through once by someone who did not write it.

Template by Work Instruction App – workinstruction.app – free to use and adapt.