Standard Operating Procedures

Title: *Developing Standard Operating Procedures*	**Creator:** Angela Marshall, Dynamic Freelancing
SOP No.: *A-101*	
Company: Internal	**Date:** January 1, 2014

This Standard Operating Procedure provides guidance on the steps to follow in order to write effective Standard Operating Procedures (SOP). This information is accurate as of January 1, 2014.

Step 1: Determine which processes require Standard Operating Procedures.

Different situations initiate the requirement for developing Standard Operating Procedures. If any of the following apply to the procedure in question, begin developing a Standard Operating Procedure:

   a) **Is this a regulated task?**

   b) **Is there a federal, state, or local mandate regarding the process?**

   c) **Is there legislature regarding how the task should be performed and about validating how that task is performed?**

   d) **Is this a task that needs to be performed to a particular quality standard?**

   e) **Is this a task that involves a series of complex instructions to perform?**

Step 2: Write out the task steps in detail.

   Include:

   - Timelines, if there is a time frame within which the task must be performed (e.g.: begin this step six months prior to required publication date),

   - Safety equipment or procedures, if they are necessary for the task (ex: Safety goggles and steel-toed shoes are required for operating this machine),

   - Complex steps that a novice may not previously have known to perform (e.g.: To find the Word Count function in Microsoft Word 2010, select the review tab and find the section on "Proofing" at the left. Dependent on the number of icons in this section, the button may appear without a title.)

   - Place the word "Draft" in the watermark and in the title.

Step 3: Review the detailed steps and ensure the language is clear and readable.

Step 4: Provide Standard Operating Procedure to Client for approval.

Step 5: Make necessary changes and finalize document.

   When finalizing the document, remove "Draft" language from the document prior to transmission.