

SOP (Standard Operating Procedure) — 1

Page Template

Write a usable SOP in 10–20 minutes. Keep it short and specific.

SOP details

SOP name	Process	Owner	Version/date

Purpose (why this exists)

[One sentence: what this SOP ensures and why it matters.]

When to use (trigger)

[What starts this SOP? e.g., ‘When a new enquiry comes in’]

Tools/files needed

- [Link/file name]
- [Template/checklist]
- [Software/system]

Steps (the exact method)

Step #	What to do	Quality check / standard
1		
2		
3		
4		
5		
6		
7		
8		

Do/Don't (common mistakes)

Do	Don't

Handover (if needed)

If handing to another person, confirm: [what] + [by when] + [where recorded].