**Standard Operating Procedure: General Starting Template**

*Please note: this is a general template and should be used as a starting point only. You can add extra information and detail as required for your specific organisation.*

Use this template to establish Standard Operating Procedures for specific tasks or processes. A Standard Operating Procedure should be used for any tasks or processes that are undertaken more than once.

**Name of Specific task or process**

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**Objective/Goal**

| Describe the reason for the task or process and the intended outcome. |
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**Terminologies**

| List any relevant words that may be unfamiliar to those responsible for completing the task, with definitions. |
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**Scope**

| Where and to whom does the Standard Operating Procedure apply? |
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**Responsibility**

| Who is responsible for completing this task? Enter proper names and job titles for clarity. |
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**Required Materials**

| List specific items including equipment, software, tools, supplies, etc. that are needed to complete the task. |
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**Additional Documentation/References**

| List any supporting documents that may be attached for reference. |
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**Procedure**

| List the steps required to complete the task, in order from start to finish (including anything required for preparation). Short, clear sentences or bulleted or numbered lists are preferable. |
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**Verification of Completion**

| Written confirmation that the task or procedure was completed correctly. |
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**Date**

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**Signature of Supervising Agent**

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