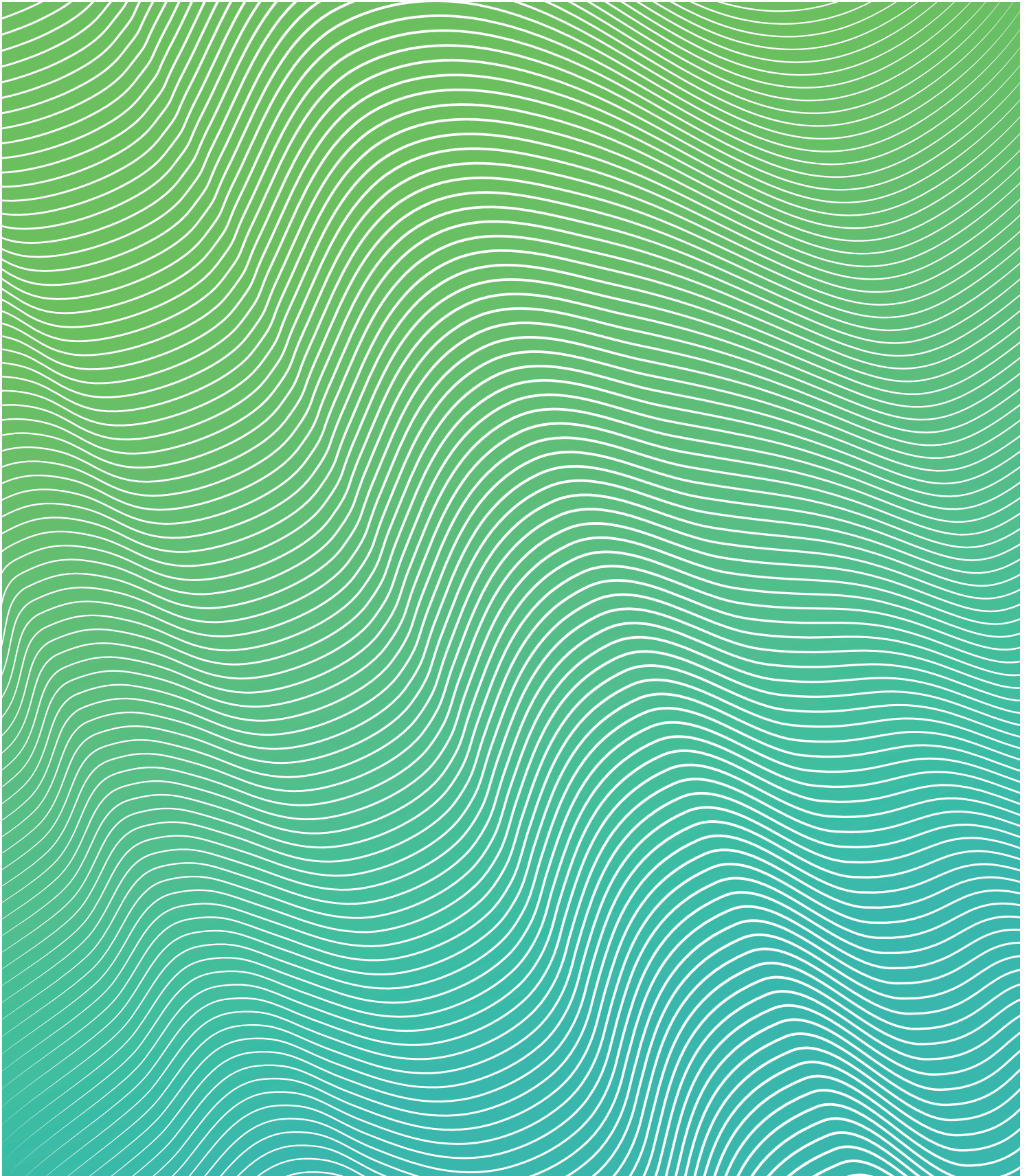


Standard Operating Procedures Template



WHY DO I NEED AN SOP DOCUMENT?



*Documenting your
processes can
protect you from
business emergencies.*

You can also download a plain text version of the template to edit in Microsoft Word or Google Docs. Get it [here!](#)

Consistency and continuous refinement go hand in hand when running a successful business. For best results, you need to tackle the tedious: proper documentation. Otherwise, your overall productivity would be extremely prone to minor and major lapses.

Without meticulous monitoring, your most repetitive actions can severely hurt — or worse, slowly erode — the quality of operations. The solution is simple: just write down all your processes.

The simple act of recording makes it easier to backtrack in case of missteps. You're able to re-examine past actions at any time. Documentation makes room for constant improvement and for maintaining high levels of service. What's more, clear-cut standard operating procedures make it easier to onboard and train new talent.

GET HELP DESIGNING A BRANDED SOP DOCUMENT

Send your finished SOP document to a Design Pickle designer and we'll take care of the rest.

LEARN MORE ABOUT **DESIGN PICKLE**



Company Name

Title of SOP

SOP Number: _____

	NAME	TITLE	SIGNATURE	DATE
Author				
Reviewer				
Authorizer				

Effective Date:	
Review Date:	

READ BY:

NAME	TITLE	SIGNATURE	DATE

PURPOSE:

A brief description of the purpose of the procedure. Describe why the SOP is required.

SCOPE:

A statement that outlines the areas of the company are affected by this procedure.

DEFINITIONS:

If applicable, include a list of definitions should be included for terms used for this procedure, including acronyms and abbreviations.

PROCESS:

Create an outline of the procedure, laying out the general steps that must be taken to accomplish the task.

Example: If this is an SOP for publishing an email newsletter, the process would look like this:

1. Login to email service (e.g. MailChimp)
2. Add content to email template
3. Format email and add images
4. Send test email
5. Get approval
6. Schedule
7. Analyze

PROCEDURE:

This section details the procedure for each task to be performed. Include enough details so that a team member may use the document to train others to perform the task. Diagrams may also be included here (especially for complex tasks or organization).

1.0 [PLANNING]

1.1 [Who performs the first step of the procedure and what do they do?]

- [Use bullets to improve readability]
- [Use bullets to improve readability]

2.0 [ACTION]

2.1 [Who performs the next step of the procedure and what do they do?]

- [Use bullets to improve readability]
- [Use bullets to improve readability]

3.0 [REVIEW]

3.1 [Who performs the next step of the procedure and what do they do?]

- [Use bullets to improve readability]
- [Use bullets to improve readability]

4.0 [FURTHER ACTION]

4.1 [Who performs the next step of the procedure and what do they do?]

- [Use bullets to improve readability]
- [Use bullets to improve readability]

5.0 [USE MORE ACTIVITIES AS NEEDED]

5.1 [Who performs the next step of the procedure and what do they do?]

- [Use bullets to improve readability]
- [Use bullets to improve readability]

FORMS/TEMPLATES:

If Forms/Templates are referenced in the document, list the titles and/or sources here.

INTERNAL AND EXTERNAL REFERENCES:

This section is used to list all internal references (e.g. related SOPs) and external references referred to within the text of the SOP only.

INTERNAL REFERENCES

Reference 1	Description/Location
Reference 2	Description/Location
Reference 3	Description/Location

EXTERNAL REFERENCES

Reference 1	Description/Location
Reference 2	Description/Location
Reference 3	Description/Location

CHANGE HISTORY:

Record any significant changes to your procedure here.

SOP NO.	EFFECTIVE DATE	CHANGES MADE	PREVIOUS SOP NO.