**Standard Operating Procedure / Working Instruction / Manual**

**Title of SOP / Working Instruction / Manual**

|  |  |
| --- | --- |
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Development, Review and Approval

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Revision Index

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# 

# Abbreviations

|  |  |
| --- | --- |
| **Abbreviation** | **Term** |
|  |  |
|  |  |
|  |  |

# Definitions

|  |  |  |
| --- | --- | --- |
| **Term** | **Definition** | **Reference** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Objective

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization.

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization.

# Scope

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization.

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization.

# Process

ENTER A SHORT INTRODUCTION

* INSERT TEXT IN BULLET POINTS, if applicable
* INSERT TEXT IN BULLET POINTS, if applicable

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization.

## Subtitle Process

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization.

| **Activity** | **Responsibility** |
| --- | --- |
| A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization.   * INSERT TEXT IN BULLET POINTS IF APPLICABLE * INSERT TEXT IN BULLET POINTS IF APPLICABLE |  |
| A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization. |  |

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# Attachments

The following attachments are included in this SOP:

* *Attachment X – Name*
* *Attachment X – Name*

…

Use this section to list any attachments included in THIS DOCUMENT ONLY

* Replace above text with N/A there are no attachments included in this SOP if there are no attachments to this SOP.

# Related documents

|  |  |
| --- | --- |
| **Code and short title** | **Full title or description** |
| Based on this SOP: | |
|  |  |
|  |  |
| Referenced within this SOP: | |
|  |  |
|  |  |

# References

The following document specific references apply to this SOP:

* *Reference Details*
* *Reference Details*
* *…*

ADD REFERENCES RELEVANT TO THIS DOCUMENT ONLY; if there are no references, replace this paragraph with “N/A – there are no document specific references include in this SOP”.