**eXAMPLE Standard operating procedure (SOP) tEMPLATE**

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**STANDARD OPERATING PROCEDURE (SOP)**

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| **Department:** |  |
| **SOP Ref No:** |  |
| **SOP Title:** |  |

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|  | **NAME** | **TITLE** | **SIGNATURE** | **DATE** |
| **Author/****Reviewer:** |  |  |  |  |
| **Approved by:** |  |  |  |  |
| **Issued to:** |  |

|  |  |  |
| --- | --- | --- |
|  | **Effective Date:** |  |
|  | **Review Date:**  |  |

**Change/amendment History:**

Record of changes: (latest version number to be listed first)

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| --- | --- | --- | --- |
| **Version No** | **Effective Date** | **Brief Summary of Changes** | **Author** |
| **Example:**Version 2 | January 2010 | * References updated
* **Appendix 1** updated and re-designed.
 | A N Other |
| Version 1 | November 2008 | * This document has been reviewed, without change.
 | A N Other |
| Version 1 | November 2007 | * This is a new procedural document, please read in full.
 | A N Other |

1 INTRODUCTION

* Give a general introduction, with a statement of rationale.
* A brief description of the purpose of the Standard Operating Procedure (SOP); it should describe why the SOP is required (e.g. compliance with policies or other internal procedures/guidelines).
* Any regulations or procedures referred to in this section should be identified. The source should be given in the reference section below rather than direct quotes.
* A statement that outlines the areas and context covered by the SOP.
* If there are any areas in which this SOP specifically does NOT apply, these should also be mentioned.

2 ROLES AND RESPONSIBILITIES

* List who is responsible for undertaking this SOP.
* Give a brief summary of the roles listed in the procedure and the responsibilities of each role holder for the procedures detailed in the SOP. Details of the responsibilities should be a brief list of the key tasks performed. This section should not be a complete summary of the SOP.

3 SPECIFIC STANDARD OPERATING PROCEDURE

* This section is the main text of the SOP. It details the procedure for the task to be performed.
* There should be sufficient detail, clearly expressed, to enable a trained person to perform the procedure without supervision.
* There should also be sufficient detail to enable a trained person to use the document to train others to perform the task.
* The use of flow diagrams may be useful, especially in complex procedures.

4 ASSOCIATED TRUST PROCEDURAL DOCUMENTS/FORMS/ TEMPLATES TO BE USED

Where associated Trust procedural documents/forms/templates etc., are referenced in the text, the numbers and titles to be listed under this section.

**Internal and External References:**

This section is used to list all controlled internal references (e.g. SOPs) and external references referred to within the text of the SOP only. Web references should be included where possible.

N.B. When appropriate, a list of definitions should be included for terms used in the SOP. Acronyms and abbreviations should be explained at the point of use within the SOP and not listed in this section.