

Insert Cover Page Here

Make sure to include the company name, the title of the SOP, and the date when it was last edited.

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Quality Requirements

Depending on the standard operating procedure, you may have quality control measures in place to make sure you achieve a positive outcome.

For instance, a t-shirt design SOP might specify that the design is less than 1/16" off-center and that the measurements are taken by a machine.

You might also want a human to check every 10 pieces to verify no equipment failure.

List the quality requirements below.

Standard Operating Procedure

Provide step-by-step instructions on how the process works. Include pictures, videos, and text. For best results, add a header for each step and a screenshot pointing out important things to notice.

List the steps below:

- 1.
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Step 1. Description of Task

Step 2.

Step 3.

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References

If there are additional resources that a team member needs to understand, make sure to include them in the resources. This might include customer complaints, organizational knowledge, internal processes, relevant laws, and more.

Include them here:
