Insert Cover Page Here

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

Table of Contents

Table of Contents
Purpose
Roles and Responsibilities
Quality Requirements
Standard Operating Procedure
Step 1.
Step 2.
Step 3.
Step 4.
Step 5.
Step 6.
Step 7.

References

Revision History

Purpose
Include the purpose of this standard operating procedure below:

Roles and Responsibilities

List the titles/roles of the team members involved in the process and the responsibilities that each will have when performing this standard operating procedure.

TITLE 1	TITLE 1	TITLE 1
Add Resposibilities	Add Resposibilities	Add Resposibilities

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:

- ٦.
- 2.
- 3.

4.		
5.		
6.		
7.		
Step 1. Description of Task		
Stop 2		
Step 2.		
Step 3.		

Step 4.			
Step 5.			
Step 6.			

Step 7.
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:

INSERT TITLE SUBTITLE HERE

Revision History

Date	Changes Made	Editor	Link to Previous Document