**A close-up of a logo

Description automatically generated**

**Standard Operating Procedure Template**

## **1. Procedure overview**

Provide SOP name, number, preparer and effective date.

|  |  |  |  |
| --- | --- | --- | --- |
| SOP name | Number | Preparer | Effective date |
|  |  |  |  |

**2. Description**

## Describe various parts of the SOP.

|  |
| --- |
| 2a. Background |
|  |

|  |
| --- |
| 2b. Target population |
|  |

|  |
| --- |
| 2c. Frequency of implementation |
|  |

|  |  |
| --- | --- |
| 2d. Metrics measured | Desired results |
|  |  |
|  |  |
|  |  |
|  |  |

## **3. Roles and responsibilities**

Describe the roles involved and their key responsibilities.

| Role | Responsibilities |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## **4. Procedure**

Describe the SOP's steps, the people involved, tools used and actions to be taken.

|  |  |  |  |
| --- | --- | --- | --- |
| Step # | Person | Tools used | Actions taken |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **5. Versions**

Document the version history.

| Version # | Author(s) | Approved by | Approval date | Description of changes |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |