[One repeatable process]

Standard operating procedure | Blank template

Use this procedure to document one repeatable workflow. Replace the bracketed guidance before approval.

Document control	Value	Document control	Value
SOP number	[SOP ID]	Version	[Version]
Effective date	[YYYY-MM-DD]	Next review	[YYYY-MM-DD]
Process owner	[Process owner / role]	Prepared by	[Name / role]

1 Purpose

[State the task and the outcome this procedure controls.]

2 Scope

[State who, which systems, the trigger, the end point, and exclusions.]

3 Responsibilities

Role	Responsibility
[Role 1]	[Responsibility]
[Role 2]	[Responsibility]
[Role 3]	[Responsibility]

4 Inputs and prerequisites

[List the approved request, access, materials, or information needed before step 1.]

5 Procedure

Each step has a role, action, output, and acceptance check. Add or remove steps to match the real workflow.

#	Role	Action	Output	Acceptance check
1	[Role]	[One observable action]	[Record or handoff]	[What must be true before continuing]
2	[Role]	[One observable action]	[Record or handoff]	[What must be true before continuing]
3	[Role]	[One observable action]	[Record or handoff]	[What must be true before continuing]
4	[Role]	[One observable action]	[Record or handoff]	[What must be true before continuing]
5	[Role]	[One observable action]	[Record or handoff]	[What must be true before continuing]

6 Quality checks

[List the final checks, who performs them, where the result is recorded, and what blocks closure.]

7 Exceptions and escalation

[Name the failure condition, stop rule, escalation owner, response record, and restart step.]

8 Definitions and references

[Define terms a new reader may not know.]

[Link the approved policy, form, or system instructions used by this SOP.]

9 Review and approval

Decision	Name or role	Date / evidence
Prepared	[Name / role]	[Date / record]
Reviewed	[Name / role]	[Date / record]
Approved	[Name / role]	[Date / record]

Record actual approval in your organization’s approved system. A typed name alone is not an approval workflow.

10 Revision history

Version	Date	Change	Prepared by	Approved by
[Version]	[YYYY-MM-DD]	[What changed]	[Author]	[Approver]

When the process changes, revise the affected steps, rerun the checks with a person who performs the work, obtain approval, and update the version and review date.