

Document # [ID]	Title: [Procedure Name]	Print Date: [Date]
Revision # 1.0	Prepared By: [Author's Name]	Date Prepared: [Date]
Effective Date: [Date]	Reviewed By: [Reviewer's Name]	Date Reviewed: [Date]
Standard: [Standard, Law, or Regulation]	Approved By: [Approver's Name]	Date Approved: [Date]

Policy:

Purpose:

Scope:

Responsibilities:

Definitions:

Procedure:

- 1.0 [FIRST PREPARATORY ACTIVITY - PLAN]
- 2.0 [SECOND ACTIVITY - DO]
- 3.0 [THIRD ACTIVITY – CHECK]
- 4.0 [FOURTH ACTIVITY – ACT]
- 5.0 [USE MORE ACTIVITIES AS NEEDED]

Effectiveness Criteria:

References:

- A. [STANDARD, LAW OR REGULATION]
- B. [OTHER PROCEDURES, DOCUMENTS, ETC]

Forms/Records:

Form #	Record/Form/Activity Name	Satisfies Clause
Required by Standard		
XXXXX	Record	
Other Forms/Records		

Sample Information Technology Sop Template

Minjie Lin



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