

# SOP Template

 Version #1.0

 Approved by: @Name

 Date:

## Purpose

*Include a simple statement regarding why you are writing this document. It may also be helpful to describe the purpose of the subject matter in the SOP.*

## Scope

*This describes to whom or under what circumstances (or both) the document applies.*

## Definitions/Acronyms

- First term: Definition of first term.
- Second term: Definition of second term.

## Procedures

*Describe the process in detail using flow charts and/or hierarchical checklists.*

- ☐ Step 1:
  - ☐ Step 1.1:
  - ☐ Step 1.2:
- ☐ Step 2:

## Related resources

*Include references and links to relevant materials which may be helpful for executing the process.*

# Process Documentation Example

**B Lingard**



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