

Standard operating procedure template

Complete this template for one repeatable task. Define the result, owners, decisions and evidence, then test the draft before approval.

Identification and control

Title _____ ID _____ Version _____
Owner _____ Reviewer _____
Effective date _____ Next review _____

Purpose scope and trigger

Expected result: _____
When the task starts: _____
What is included and excluded: _____

Responsibilities and prerequisites

Who performs, receives, reviews and approves: _____
Required access, information and references: _____
What to do if a prerequisite is missing: _____

Steps and decisions

1. Action and responsible role: _____
Expected result: _____
2. Action and responsible role: _____
Decision and exception: _____
3. Action and responsible role: _____
Receiving-owner confirmation: _____

Exceptions and escalation

When to stop: _____

Who to consult: _____

What to record before continuing: _____

Evidence and acceptance

Required checks: _____

Work-record reference: _____

Criteria for closing the task: _____

Test and review

Person testing the draft: _____

Ordinary-path result: _____

Exception-path result: _____

Open questions and corrections: _____

Change and training

Change and reason: _____

Affected roles: _____

Training decision and reason: _____

Reviewer and date: _____

Preserve historical records. This template organizes instructions; it does not replace any professional review the task requires.