STANDARD OPERATING PROCEDURE

Title of the procedure

SOP number	Revision	Effective date	Next review
Department	Process owner	Approved by	Replaces

1. Purpose

2. Scope

3. Roles and responsibilities

Role	Responsible for

4. Safety and equipment

5. Procedure

Step	Action	Who	Record or output	Minutes
			Typical time per delivery	

6. Records

7. References

8. Revision history

Rev.	Date	What changed and why	Approved by

9. Training and acknowledgement

Name	Role	Date trained	Trained by	Signature

Prepared by (process owner)

Reviewed by

Approved by (quality)