

Standard Operating Procedure (SOP) Template

General Information

Title	
Reference Number	
Creation Date	
Last Revised	
Author	
Approver	
Department/Division	

Purpose and Scope

Purpose:
Describe the primary objective of this SOP.

Scope:
Define the range of activities, roles, or functions this SOP covers.

Key Roles and Responsibilities

Role	Responsibility

Process Overview

Provide a high-level summary of the process. Include diagrams or flowcharts if necessary.

Step-by-Step Procedures

Step 1: Teams submission: These steps involve preparing the Teams folder for review

.

- **New Submissions: Tools/Materials Needed:** *List any resources required.*
- **Actions:**
 1. _____
 2. _____
 3. _____
- **Outcome:** *Describe the expected result of completing this step.*

Step 2: [Step Name]

- **Description:** *Explain what this step involves.*
- **Tools/Materials Needed:** *List any resources required.*
- **Actions:**
 1. _____
 2. _____
 3. _____
- **Outcome:** *Describe the expected result of completing this step.*

(Repeat for additional steps as needed.)

Quality Control and Monitoring

Describe the methods or criteria used to ensure the process is followed correctly.

Quality Metric	Monitoring Method	Frequency

Resources and References

Provide a list of tools, systems, or documents referenced in this SOP.

Resource	Description

Change Management

Describe how updates or changes to this SOP will be handled.

Change Type	Description	Approved By

Acknowledgment and Approvals

Name	Role	Signature	Date

Appendices

Include supplementary materials, charts, or additional information.