

<Insert your company logo here>

## Standard Operating Procedure

Title: <b>Insert Title</b>	Version Number: <b>&lt;#&gt;</b>	Effective Date: <b>&lt;DATE&gt;</b>	Page 1 of #
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Revision History		
Version No.	Effective Date	Description

**Approved By:**

**Date:**

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INSERT NAME AND TITLE HERE, Signature above

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## **1 Purpose**

Instruction: Create a simple statement explaining why you're writing this document. How does it help? Add any necessary background information here.

## **2 Who's affected**

Instruction: This describes who the SOP applies to and in which situations.

## **3 Definitions and acronyms**

Instruction: Create a shared understanding of the terminology you're using by writing out important definitions and acronyms. If necessary, cite the publication or website you used to define the term.

3.1 First term: Definition of first term. (Citation, if applicable)

3.2 Second term: Definition of second term. (Citation, if applicable)

## **4 Procedures**

4.1 Heading 2

4.2 Heading 2

- Example bullets
- Example bullets

4.1.1 Heading 3

4.1.1.1 Heading 4

## **5 References**

Instructions: List and link to all citations and references to other documents or tools. List any documents, templates or examples that you're attaching to the standard operating procedure. If none, write "None."