Simple SOP

A shorter process document for a small, repeatable workflow. Add detail only where it helps another person follow the process.

SOP Title: _____	**SOP ID:** _____
Owner: _____	**Version:** _____
Effective Date: _____	**Review Date:** _____

Purpose and Scope

What result should this process produce, and when does it apply?

_____
_____
_____

Responsibilities and Prerequisites

Who does the work, and what must be ready first?

_____
_____
_____

Process Steps

Step	Action / owner	Check or output
1		
2		
3		
4		
5		
6		

Exceptions and Records

How are exceptions escalated, and what record is kept?

_____
_____

Approval and Change

Approved by / date	Version / change summary