[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

SOP Builder

A step-by-step builder for writing a standard operating procedure your team can actually follow.

About this procedure

SOP title	**[Title of this SOP]**
SOP number	**[SOP number]**
Department	**[Department]**
Owner	**[Name and role]**
Approver	**[Name and role]**
Effective date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

1. Purpose

Purpose: **[Write the purpose here in one or two sentences: what this procedure achieves, and why it matters.]**

2. Scope

Scope: **[Write the scope here: who and what this procedure covers, and what it does not cover.]**

3. Responsibilities

Name every role that plays a part, and what each role is responsible for.

Role	Responsibility

[Company name]

4. Procedure

Write each step in order. One action per step, with the person who does it and the record it leaves.

Step	Action	Done by	Record

5. Records

List every record this procedure creates, where it is kept, and how long it is kept for.

Record	Where it is kept	Kept for

6. Review and approval

Approved by	**[Name and role]**
Approved on	**[DD Month YYYY]**
Next review	**[DD Month YYYY]**
Version	**[Version number of this document]**

Change history

[Company name]

Version	Date	Change	Changed by

Completion

✓	Check	Notes
	The purpose and scope are agreed with the owner.	
	Every step names the person who does it.	
	Every record has a home and a retention time.	
	A review date is set and the approver has signed.	

Document	SOP Builder
Version	1.0
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**