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STANDARD OPERATING PROCEDURE

SOP TITLE	SOP NO.	VERSION	EFFECTIVE DATE

OWNER	DONE BY (ROLE)	HOW OFTEN	TIME NEEDED

PURPOSE AND SCOPE (WHY WE DO THIS, WHAT IT COVERS AND DOES NOT COVER)

WHAT YOU NEED (TOOLS, SYSTEMS, FORMS, ACCESS)

Step	What to do	Key point / why	Done

SAFETY, QUALITY AND WHAT TO DO IF SOMETHING GOES WRONG

WRITTEN BY	APPROVED BY	NEXT REVIEW