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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