

Standard Operating Procedure

Title: Preparation of Standard Operating Procedure (SOP)

Related Documents

TEM-095	SOP Template
Form-410	Document Location in Satellite File
QMS-015	Quality Documentation Management and Change Control

Note: For all quality forms click the link <http://www.gmpsop.com/QualityForms.html>

EHS Statement

Note any hazards of the job and list the Personal Protective Equipment (PPE) that is required to carry out the task. Well-written SOP's help keep employees safe at work.

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1. Procedure

- a) Assign a title to the SOP.
- b) Request a new SOP template (**TEM-095**) from the Document Control Officer (DCO). A number will be assigned to a template. See **SOP QMS-015**.
- c) You will be advised when the SOP is in the **Draft** folder.
- d) Styles are embedded in the template.
- e) Use Styles from **Microsoft Word** to format the SOP. Do not alter the format of the template.
- f) Type the text, highlight it and then drop down the **Styles** menu and select the Style required, e.g. Heading 3.

Note: When all the headings have a Style they will number consecutively.

A 'Table of Contents' (Heading 1, Heading 2) will generate automatically if Styles have been used.

The **File/Page Setup** (Margins) is to be as per **TEM-095** (template):

Top, Bottom, Left, Right:	2 cm
Gutter:	0 cm
Header:	1 cm
Footer:	1 cm

2. Guidelines for Writing SOP's

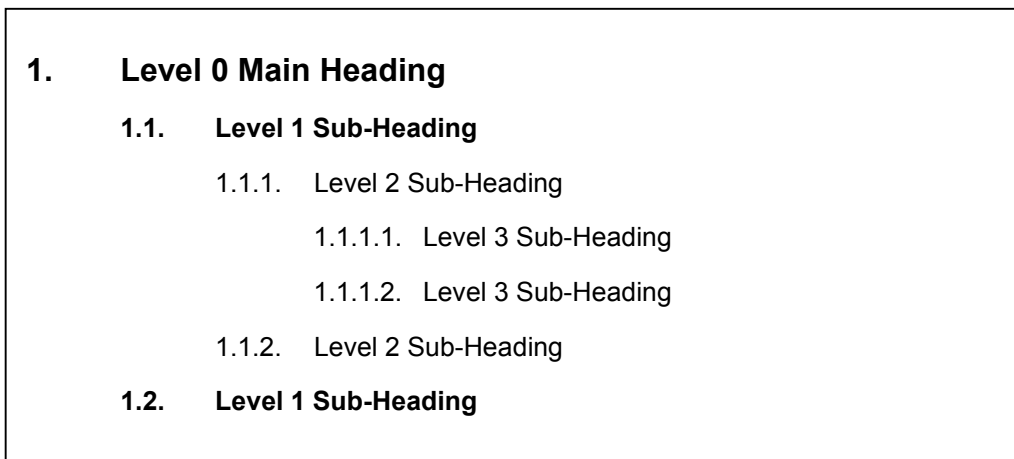
Standard Operating Procedures (SOP's) need to be written from a technical perspective. This means that they must be:

- **Clear and Concise** – avoid writing wordy sentences or using ambiguous words.
- All text is to be typed using font type "Arial" size 10 with single line spacing.
- Use job titles and/or functions, not people's name.

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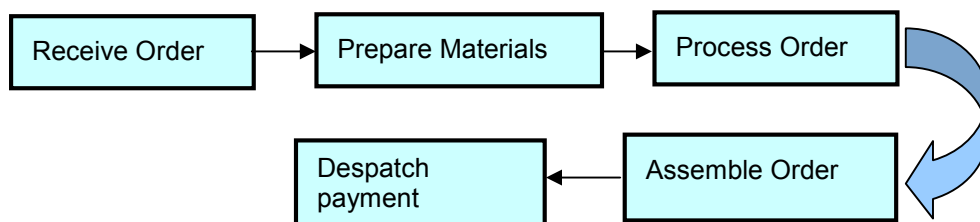
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Example: Using Style Heading 1 & Heading 2 for numbering



Linear Flowchart

This is a graphic version of the two previous formats. This is good to use where activities are required to be done in a specific order: Example of a simple Flowchart:



Annotated Pictures

Simple pictures or process picture maps can reduce the need for written explanations and can shorten complex and detailed SOP's.

Branching Flowcharts

This format makes complex SOP's easier to follow. Boxes within the flowchart can also be expanded to include checklists or sub steps:

Example only:

