|  |  |
| --- | --- |
| **Project Title** |  |
| **Project Sponsor** |  |
| **Project Leader** |  |
| **Date** |  |
| **Version** |  |

Standard Operating Procedure

Product A

# Introduction

* Purpose
* Scope
* Definitions and Acronyms

# Roles and Responsibilities

* Overview of Roles
* Specific Responsibilities

# Procedure

* Step-by-Step Instructions
* Flowcharts/Diagrams (if applicable)
* Safety Precautions
* Quality Control Measures

# Materials and Equipment

* Required Materials
* Equipment List
* Maintenance and Calibration

# Documentation and Records

* Required Forms and Templates
* Record Keeping Procedures
* Reporting Requirements

# Training

* Training Requirements
* Training Schedule
* Competency Assessment

# References

* Related SOPs
* External References
* Regulatory Requirements

# Appendices

* Glossary of Terms
* Additional Diagrams/Flowcharts
* Sample Forms/Templates

# Revision History

* Version Control
* Summary of Changes
* Approval Signatures

# Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** | **Name:** | **Sign:** | **Date:** |
| **Originator** |  |  |  |
| Project Sponsor: |  |  |  |
| Project Manager: |  |  |  |
| Other (Specify): |  |  |  |
| Approving Director 1: |  |  |  |
| Approving Director 2: |  |  |  |