

## Module 1, Lesson 5: SOP Template

Team Logo	XXXXXX Department XXXXXX Division/Function	SOP #	
		Revision #	
		Implementation Date	
Page #	1 of xx	Last Reviewed/Update Date	
SOP Owner		Approval	

### Standard Operating Procedure

#### **1. Purpose**

---

Describe the process for <official name of SOP>.

Describe relevant background information.

#### **2. Scope**

---

Identify the intended audience and /or activities where the SOP may be relevant.

#### **3. Prerequisites**

---

Outline information required before proceeding with the listed procedure; for example, worksheets, documents, IFAS reports, etc.

#### **4. Responsibilities**

---

Identify the personnel that have a primary role in the SOP and describe how their responsibilities relate to this SOP. If necessary, include contact information.

#### **5. Procedure**

---

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart.

#### **6. References**

---

List resources that may be useful when performing the procedure; for example, Diagrams, Admin policies, Municipal Code, government standards and other SOPs.

#### **7. Definitions**

---

Identify and define frequently used terms or acronyms. Provide additional and/or relevant information needed to understand this SOP.