

Simple SOP

A shorter process document for a small, repeatable workflow. Add detail only where it helps another person follow the process.

SOP Title: _____	SOP ID: _____
Owner: _____	Version: _____
Effective Date: _____	Review Date: _____

Purpose and Scope

What result should this process produce, and when does it apply?

Responsibilities and Prerequisites

Who does the work, and what must be ready first?

Process Steps

Step	Action / owner	Check or output
1		
2		
3		
4		
5		
6		

Exceptions and Records

How are exceptions escalated, and what record is kept?

Approval and Change

Approved by / date	Version / change summary