

STANDARD OPERATING PROCEDURE

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Replace this area

Document a repeatable process. Add your logo and remove any sections that do not apply.

1. Document Control

SOP Title

SOP Number

Department / Team

Process Owner

Effective Date

Version

Review Date

Approved By

2. Purpose and Scope

Purpose

Scope

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3. Roles and Responsibilities

Process Owner

Primary Performer

Reviewer / Approver

Backup / Escalation

Responsibility Details

4. Required Inputs and Systems

Forms, files, or source information

Systems, applications, or shared folders

Permissions or approvals

Deadlines or service levels

Definitions or Key Terms

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5. Procedure Steps

Enter each action, owner, expected result, and next step. Add pages in the Word version if more steps are needed.

Step 1 - Action / Owner / Expected Result

Step 2 - Action / Owner / Expected Result

Step 3 - Action / Owner / Expected Result

Step 4 - Action / Owner / Expected Result

Step 5 - Action / Owner / Expected Result

Step 6 - Action / Owner / Expected Result

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6. Exceptions, Risks, and Escalations

Known Exceptions

Escalation Triggers and Path

7. Quality Check and Completion

Information is complete and accurate

Approvals are documented

Stakeholder communication is sent

Final record is stored correctly

Follow-up owner and due date are assigned

8. Revision History

Version / Date

Changed By

Change Made and Approval