

STANDARD OPERATING PROCEDURE

One page, one task. Short enough that a new person will read it on their first day.

Procedure name: _____ Owner: _____

When it is used: _____ Last updated: _____

Why this matters (one sentence):

STEPS

#	WHAT TO DO	TOOL OR NOTE

What good looks like (how do we know it was done right)?

Common mistakes and what to do: