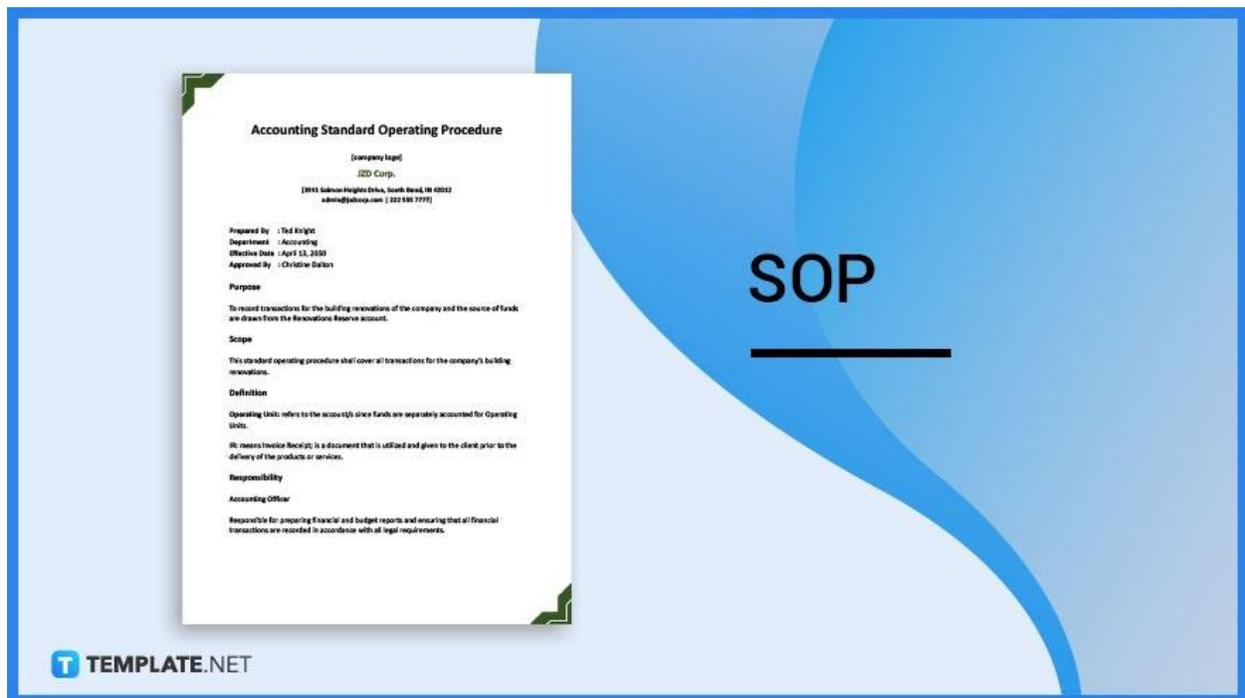


# SOP

An SOP or standard operating procedure is a group of instructions for a project, such as training programs to ensure teams involved have the same and preferred routine within the project operation period. It is a critical process since it presents plans and cycles, which will assure a smooth flow of the procedure.



## SOP Definition & Meaning

A standard operating procedure (SOP) is an outline presenting plans and decided procedures that the group should follow and make a routine.

This means that an SOP helps organizations execute projects ensuring fewer work errors, compliance with regulations, reaching business standards, creating a safe work environment, etc.

## What Is an SOP?

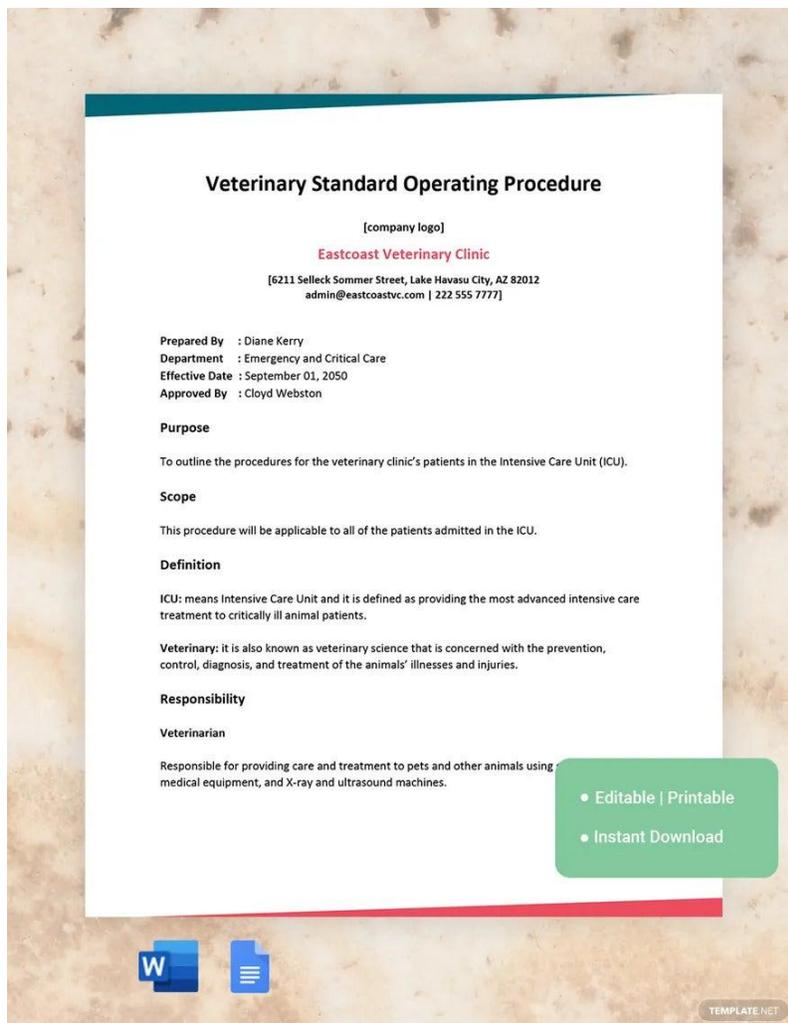
A project without plans and flowcharts fails in reaching goals. SOP or standard operating procedure is a system that aids companies in showcasing and discussing innovative

routines that improve financial performance, activities, safety, and directions. As a result, the company can reach its objectives.

## 10 Types Of SOP

### Veterinary Standard Operating Procedure

Animals need the correct operating procedures to ensure they are safe and healthy. A [veterinary SOP](#) is the flowchart of the operating process, including the description, memo, and instruction of the operation. As a result, veterinarians can ensure correct procedures.



# Recruitment Standard Operating Procedure

A [recruitment SOP](#) assists the human resources department in executing the proper recruitment process. It reminds the HR of the recruiting flow, ensuring them to manage new and soon-to-be employees effectively. Due to that, the hiring season is fluid and error-free.

EDITABLE | PRINTABLE

## RECRUITMENT STANDARD OPERATING PROCEDURE



**Recruitment Standard Operating Procedure**

[company logo]  
**PSM Company**  
[2020 Bulis Brigade Road, Miles City, MT 10230  
admin@psmcompany.com | 222 555 7777]

**Prepared By** : Ava Maxwell  
**Department** : HR  
**Effective Date** : June 20, 2050  
**Approved By** : Ingrid Dempsey

**Purpose**

To provide the HR managers with procedures to follow in the recruitment and background screening process.

**Scope**

This procedure shall involve all HR managers and HR staff who will be recruiting new employees for the vacant positions in the company.

**Definition**

**Background Screening:** it is an investigation conducted by the HR department in order to assess the candidate's background such as employment history, education, credit history, license record, and criminal records.

**Criminal Records:** it is a list that contains a person's criminal history and the existence of criminal records vary for every country.

**Responsibility**

**HR Manager**

Responsible for managing HR staff, interviewing and recruiting employees, administering payroll, and implementing the policies of the company.

INSTANT DOWNLOAD



TEMPLATE.NET

# Nursing Standard Operating Procedure

Nursing has challenging tasks that require innovative tools to ensure they do their job right. The [nursing SOP](#) provides sequential critical tasks to the nurse team to deliver an accurate flow of their daily routine. SOP aids in giving them the expected result.

**EDITABLE | PRINTABLE**

## NURSING STANDARD OPERATING PROCEDURE

**Nursing Standard Operating Procedure**

[company logo]

**TCX Hospital**

[3099 North Galway Avenue, New Castle, DE 65920  
admin@tcxhospital.com | 222 555 7777]

**Prepared By** : Reese Solace  
**Department** : Emergency  
**Effective Date** : February 12, 2050  
**Approved By** : Bea Washington

**Purpose**

To ensure that nurses attend to patients immediately and inform the doctor/s after being received in the emergency ward.

**Scope**

This procedure is applicable to all emergency cases of the hospital.

**Definition**

**Blood Transfusion:** it is a procedure that replaces the blood that was lost after an injury or surgery. Patients with anemia, hemophilia, and sickle cell disease may need blood transfusion.

**CT Scan:** is a test conducted in order to detect bone fractures, joint problems, and tumors.

**Responsibility**

**Nursing Staff**

Responsible for attending to the patient's needs and creating a patient care plan. They also perform wound care, blood transfusions, bone setting, medication administration, and other

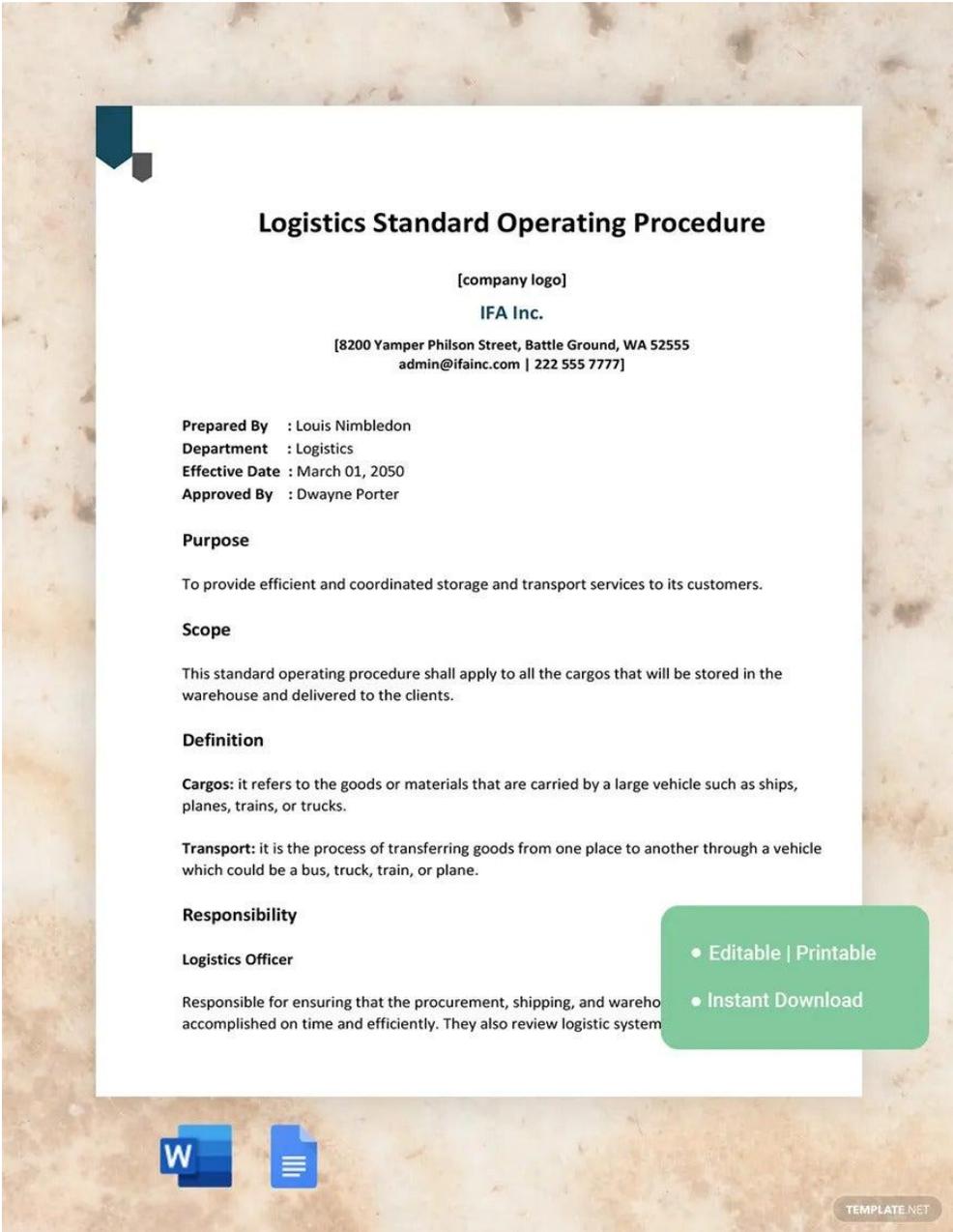
**INSTANT DOWNLOAD**

W [document icon]

TEMPLATE.NET

# Logistics Standard Operating Procedure

Before project or program deployment, it is crucial to have a plan. A [logistics SOP](#) presents step-by-step instructions and explanations regarding your project. That way, you can make sure you execute improved processes and methods.



The image shows a document template for a Logistics Standard Operating Procedure. The document is white with a dark blue header area in the top left corner. The title "Logistics Standard Operating Procedure" is centered in bold black text. Below the title is a placeholder for a company logo, followed by "IFA Inc." and contact information: "[8200 Yamber Philson Street, Battle Ground, WA 52555 admin@ifainc.com | 222 555 7777]". The document lists details: Prepared By: Louis Nimbleton, Department: Logistics, Effective Date: March 01, 2050, and Approved By: Dwayne Porter. It includes sections for Purpose, Scope, Definition, and Responsibility. A green call-to-action box on the right side contains the text "• Editable | Printable" and "• Instant Download". At the bottom left, there are icons for Microsoft Word and Google Docs. At the bottom right, there is a "TEMPLATE.NET" watermark.

**Logistics Standard Operating Procedure**

[company logo]  
**IFA Inc.**  
[8200 Yamber Philson Street, Battle Ground, WA 52555  
admin@ifainc.com | 222 555 7777]

**Prepared By** : Louis Nimbleton  
**Department** : Logistics  
**Effective Date** : March 01, 2050  
**Approved By** : Dwayne Porter

**Purpose**

To provide efficient and coordinated storage and transport services to its customers.

**Scope**

This standard operating procedure shall apply to all the cargos that will be stored in the warehouse and delivered to the clients.

**Definition**

**Cargos:** it refers to the goods or materials that are carried by a large vehicle such as ships, planes, trains, or trucks.

**Transport:** it is the process of transferring goods from one place to another through a vehicle which could be a bus, truck, train, or plane.

**Responsibility**

**Logistics Officer**

Responsible for ensuring that the procurement, shipping, and warehouse operations are accomplished on time and efficiently. They also review logistic system

- Editable | Printable
- Instant Download

W

TEMPLATE.NET

# Finance Standard Operating Procedure

Finance management has complicated processes. Executing a [finance SOP](#) in your organization helps your accountant or financial managers to have a clear roadmap. Therefore, they can control critical financing factors efficiently.

EDITABLE | PRINTABLE

## FINANCE STANDARD OPERATING PROCEDURE

### Finance Standard Operating Procedure

[company logo]  
**OLH Company**  
[7204 Hiddleston Falls Boulevard, Saint Albans City, VT 62932  
admin@olhcompany.com | 222 555 7777]

**Prepared By** : Kate Dwight  
**Department** : Finance  
**Effective Date** : June 01, 2050  
**Approved By** : Sam Johnson

**Purpose**

To ensure that the company's funds are recorded properly and the entries in the system are monitored monthly in accordance with the guidelines established by the company.

**Scope**

This standard operating procedure shall be applicable to all of the funds and transactions of the company and the financial department.

**Definition**

**Designee:** is a person who has been tasked or designated to do something.

**Verification:** It is a process of checking or confirming the accuracy of the transaction or other data contained in the document/s.

**Responsibility**

**Financial Officer**

Responsible for managing records and receipts, processing invoices, and assisting the Finance Manager for the preparation of budgets.

INSTANT DOWNLOAD

W

TEMPLATE.NET

# Production Standard Operating Procedure

A lot of people can be involved in a project such as manufacturing operations. A [production SOP](#) provides a tasks flowchart to the individuals to orient who, what, how, and where to execute each procedure. It aids people in improving visibility, insights, and direction.

EDITABLE | PRINTABLE

## PRODUCTION STANDARD OPERATING PROCEDURE

### Production Standard Operating Procedure

[company logo]  
**NST Enterprises**  
[3982 Kellsing Dwight Road, Ocean City, MD 60921  
admin@nstenterprises.com | 222 555 7777]

**Prepared By** : Liz Danes  
**Department** : Production  
**Effective Date** : January 09, 2050  
**Approved By** : Emma Ritz

**Purpose**

To describe the procedures for releasing raw materials from the warehouse.

**Scope**

This procedure is applicable to all raw materials that will be released by the Inventory Officer to use for production.

**Definition**

**Raw Materials:** is a material or substance in which a product is made from. The processed products will then be sold on the market.

**Warehouse:** is a large building or area where the physical goods are securely stored and organized in order for them to easily track the item's location, arrival date, quantity on hand, and how long the items have been stored.

**Responsibility**

**Production Officer**

Responsible for creating production schedules and determining project requirements.

INSTANT DOWNLOAD



TEMPLATE.NET

# School Standard Operating Procedure

As we all know, a school consists of numerous students. A [school SOP](#) is required to evaluate and brainstorm for the best approach and procedures in dealing with both the curriculum and students. With this method, the administrative will understand the costs, quality, and valuation of the overall educational and management elements.

**School Standard Operating Procedure**

[company logo]

**HLC High School**

[7402 Merling Golden Street, Lincoln City, OR 73921  
admin@hlchighschool.com | 222 555 7777]

**Prepared By** : Lorelei Nelson  
**Department** : High School  
**Effective Date** : August 08, 2050  
**Approved By** : Kurt Wright

**Purpose**

To outline the arrival and dismissal procedures for the high school students.

**Scope**

This standard operating procedure is applicable to all high school students.

**Definition**

**Academic Success:** means having sufficient knowledge and achieving the required skills ne for employment.

**Dismissal:** is the act of permitting the students to leave after a class.

**Responsibility**

**High School Principal**

Responsible for ensuring the safety and academic success of all HLC High School students.

**Faculty**

Responsible for preparing lessons and teaching specific subjects to the high school students.

**EDITABLE & PRINTABLE**

**INSTANT DOWNLOAD**

W

TEMPLATE.NET

# Accounting Standard Operating Procedure

Accounting is the estimating and calculating of a company's finances and expenditures. With an [accounting SOP](#), the accountants prevent confusion and overlooking as this tool provides step-by-step procedures to reach accurate financial control and report.



The image shows a document template for an Accounting Standard Operating Procedure. The document is white with a green decorative corner element in the top-left and bottom-right. The title "Accounting Standard Operating Procedure" is centered at the top. Below the title is a placeholder for a company logo, followed by the company name "JZD Corp." and its address and contact information: "[3941 Salmon Heights Drive, South Bend, IN 42012 admin@jzdcorp.com | 222 555 7777]". The document is prepared by Ted Knight, from the Accounting Department, effective April 13, 2050, and approved by Christine Dalton. The purpose is to record transactions for building renovations, the scope covers all such transactions, and the definition includes "Operating Unit" and "IR". The responsibility is assigned to the Accounting Officer. A green callout box in the bottom-right corner of the document area contains the text "Editable | Printable" and "Instant Download". At the bottom of the image, there are icons for Microsoft Word and a document, and a "TEMPLATE.NET" watermark.

**Accounting Standard Operating Procedure**

[company logo]

JZD Corp.

[3941 Salmon Heights Drive, South Bend, IN 42012  
admin@jzdcorp.com | 222 555 7777]

**Prepared By** : Ted Knight  
**Department** : Accounting  
**Effective Date** : April 13, 2050  
**Approved By** : Christine Dalton

**Purpose**

To record transactions for the building renovations of the company and the source of funds are drawn from the Renovations Reserve account.

**Scope**

This standard operating procedure shall cover all transactions for the company's building renovations.

**Definition**

**Operating Unit:** refers to the account/s since funds are separately accounted for Operating Units.

**IR:** means Invoice Receipt; is a document that is utilized and given to the client prior to the delivery of the products or services.

**Responsibility**

**Accounting Officer**

Responsible for preparing financial and budget reports and ensuring that all financial transactions are recorded in accordance with all legal requirements.

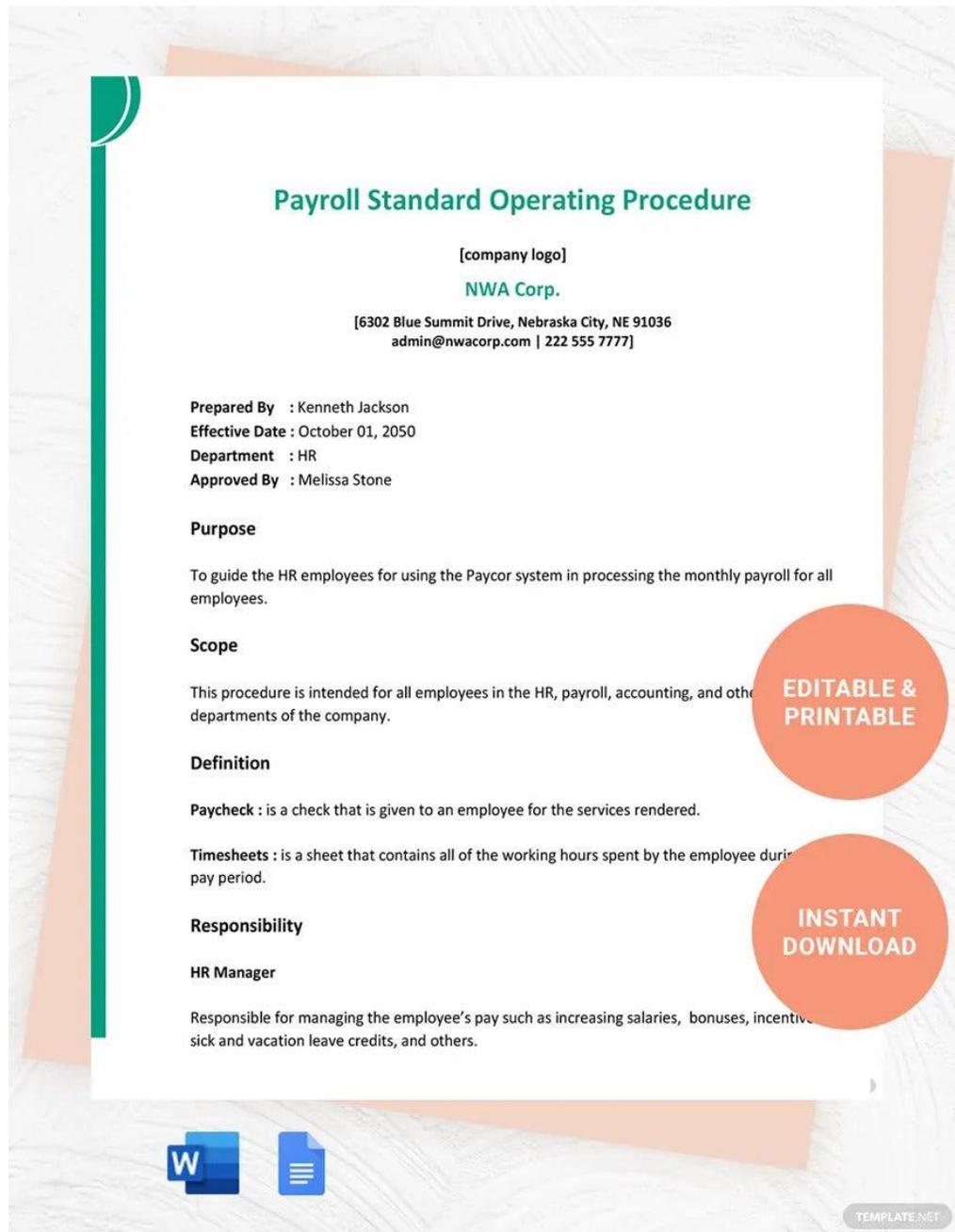
- Editable | Printable
- Instant Download

W

TEMPLATE.NET

# Payroll Standard Operating Procedure

You can use a [payroll SOP](#) for your office, warehouse, agency, or corporation. This approach helps you determine and assess productivity and absences efficiently. That way, you can ensure fewer work errors and complaints.



The image shows a preview of a 'Payroll Standard Operating Procedure' template. The document is white with a green and orange decorative border. It includes a title, company information, metadata (Prepared By, Effective Date, Department, Approved By), and sections for Purpose, Scope, Definition, and Responsibility. Two orange circular callouts on the right side of the document state 'EDITABLE & PRINTABLE' and 'INSTANT DOWNLOAD'. At the bottom left, there are icons for Microsoft Word and a document file. At the bottom right, there is a 'TEMPLATE.NET' watermark.

## Payroll Standard Operating Procedure

[company logo]  
**NWA Corp.**  
[6302 Blue Summit Drive, Nebraska City, NE 91036  
admin@nwacorp.com | 222 555 7777]

**Prepared By** : Kenneth Jackson  
**Effective Date** : October 01, 2050  
**Department** : HR  
**Approved By** : Melissa Stone

**Purpose**

To guide the HR employees for using the Paycor system in processing the monthly payroll for all employees.

**Scope**

This procedure is intended for all employees in the HR, payroll, accounting, and other departments of the company.

**Definition**

**Paycheck** : is a check that is given to an employee for the services rendered.

**Timesheets** : is a sheet that contains all of the working hours spent by the employee during the pay period.

**Responsibility**

**HR Manager**

Responsible for managing the employee's pay such as increasing salaries, bonuses, incentives, sick and vacation leave credits, and others.

**EDITABLE & PRINTABLE**

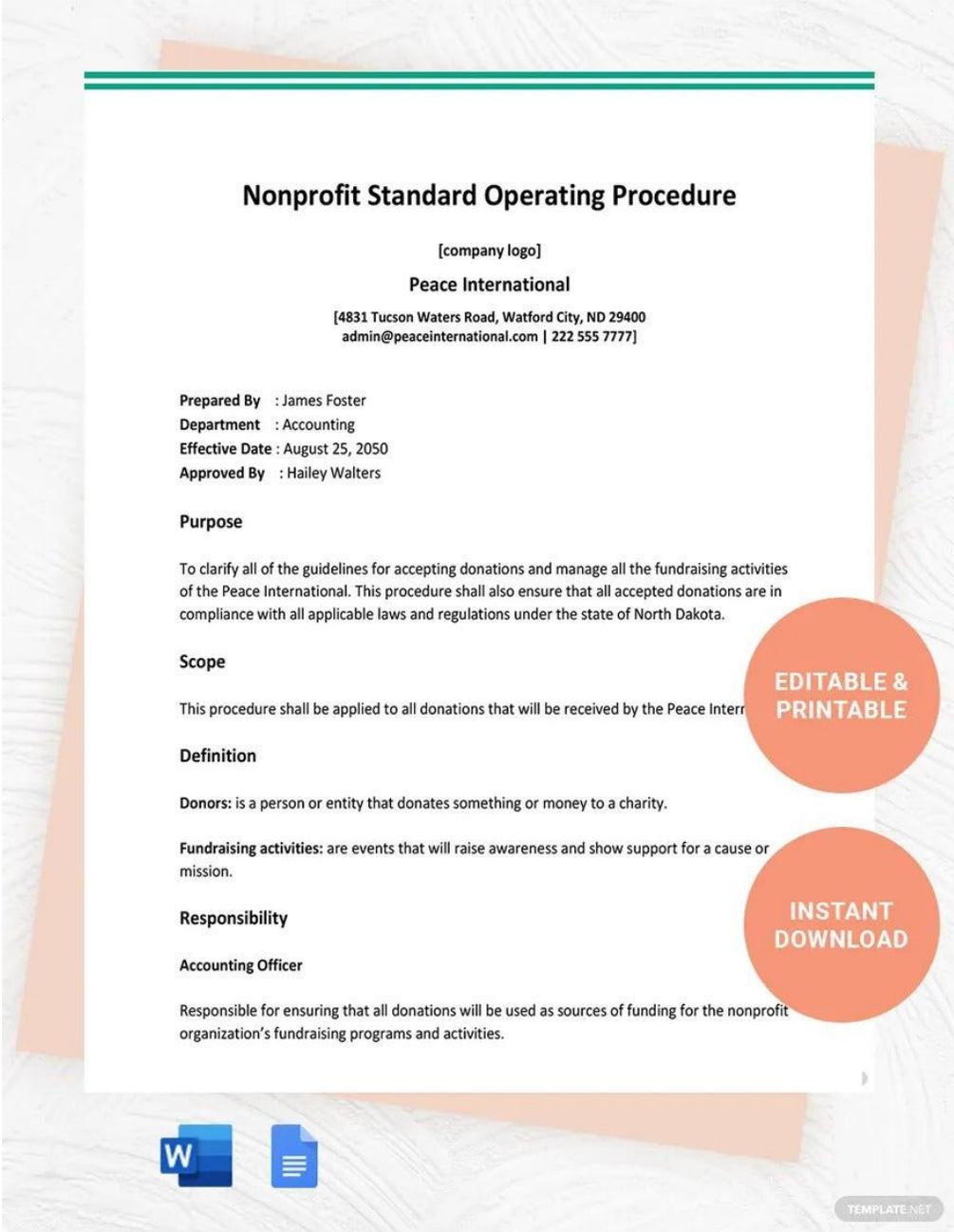
**INSTANT DOWNLOAD**

W [Word icon] [Document icon]

TEMPLATE.NET

# Nonprofit Standard Operating Procedure

The [nonprofit SOP](#) provides plans and procedures to execute welfare programs properly. SOP covers investments, income, project processes, etc. Due to that, your nonprofit organization ensures accurate forecasting, transparent circumstances, and solutions.



The image shows a template for a Nonprofit Standard Operating Procedure document. The page has a white background with a light blue and orange geometric pattern. At the top, there is a green double-line header. The main title is "Nonprofit Standard Operating Procedure" in bold black font. Below it, there is a placeholder for a company logo, followed by the name "Peace International" and contact information: "[4831 Tucson Waters Road, Watford City, ND 29400 admin@peaceinternational.com | 222 555 7777]". The document is prepared by James Foster, in the Accounting department, effective August 25, 2050, and approved by Hailey Walters. The purpose is to clarify guidelines for accepting donations and manage fundraising activities. The scope is all donations received by Peace International. The definition includes donors and fundraising activities. The responsibility is assigned to the Accounting Officer. On the right side, there are two orange circular buttons: "EDITABLE & PRINTABLE" and "INSTANT DOWNLOAD". At the bottom left, there are icons for Microsoft Word and a document. At the bottom right, there is a "TEMPLATE.NET" watermark.

**Nonprofit Standard Operating Procedure**

[company logo]

**Peace International**

[4831 Tucson Waters Road, Watford City, ND 29400  
admin@peaceinternational.com | 222 555 7777]

**Prepared By** : James Foster  
**Department** : Accounting  
**Effective Date** : August 25, 2050  
**Approved By** : Hailey Walters

**Purpose**

To clarify all of the guidelines for accepting donations and manage all the fundraising activities of the Peace International. This procedure shall also ensure that all accepted donations are in compliance with all applicable laws and regulations under the state of North Dakota.

**Scope**

This procedure shall be applied to all donations that will be received by the Peace International.

**Definition**

**Donors:** is a person or entity that donates something or money to a charity.

**Fundraising activities:** are events that will raise awareness and show support for a cause or mission.

**Responsibility**

**Accounting Officer**

Responsible for ensuring that all donations will be used as sources of funding for the nonprofit organization's fundraising programs and activities.

**EDITABLE & PRINTABLE**

**INSTANT DOWNLOAD**

W

TEMPLATE.NET

## **SOP Uses, Purpose, Importance**

An SOP or standard operating procedure plays a critical role in multiple industries. It consists of guidelines and methodology assisting you to do the correct and proper procedure for a specific project. This technique serves as a planning tool that ensures you avoid inaccurate processes, which can damage your business.

### **Roadmap**

Roadmaps have helped plan new ideas and methods to reach business goals. You can see SOP as a roadmap since it aids in brainstorming a new project, advertisement, programs, etc., to improve overall performance.

### **Guide**

The SOP provides guidelines on what you should follow. It forces a routine for your team or department to follow a routine and synchronized with the company vision and mission.

### **Visibility**

Visibility is crucial to see the weakness and strengths of your organization. Seeing every aspect of your business system helps you identify irrelevant and relevant procedures and materials.

### **Forecasting**

Superpowers such as visions may be fictional; however, you can still try and predict the future by analyzing past and current events and using the right tools. An SOP amplifies forecasting since it allows you to break down past and current results from an event, leading you to puzzle it out and predict the closest to future possible outcomes.

### **Improved Management**

An SOP ensures a roadmap, flowchart, visual presentation, accurate forecasting, planning, etc. Using this approach delivers enhancement and improvement.

## **Dive Deeper**

An SOP allows you to dive deeper and not just provide vague plans. It enables you to provide descriptions and relevant data to create reliable and solid plans that have a high success rate.

## **What's in an SOP? Parts?**

### **Title**

The title is one of the most important parts of an SOP. The title tells the audience what the discussion will be about and what to expect.

### **Page**

The page that shows numbers assist the audience in tracking the section or content the reporter is discussing. Documents with pages ensure easy track of the contents, which is convenient and efficient.

### **Purpose**

An SOP's purpose is to provide outlines and possibilities that may come your way. It enables contingency and improvement plans that will bring your business to a higher rank in the community.

### **Procedures**

An SOP's main element is the procedures provided by the planners and administrators to ensure that workers follow their lead. These procedures help you present and explain the trail you want your workers to pursue.

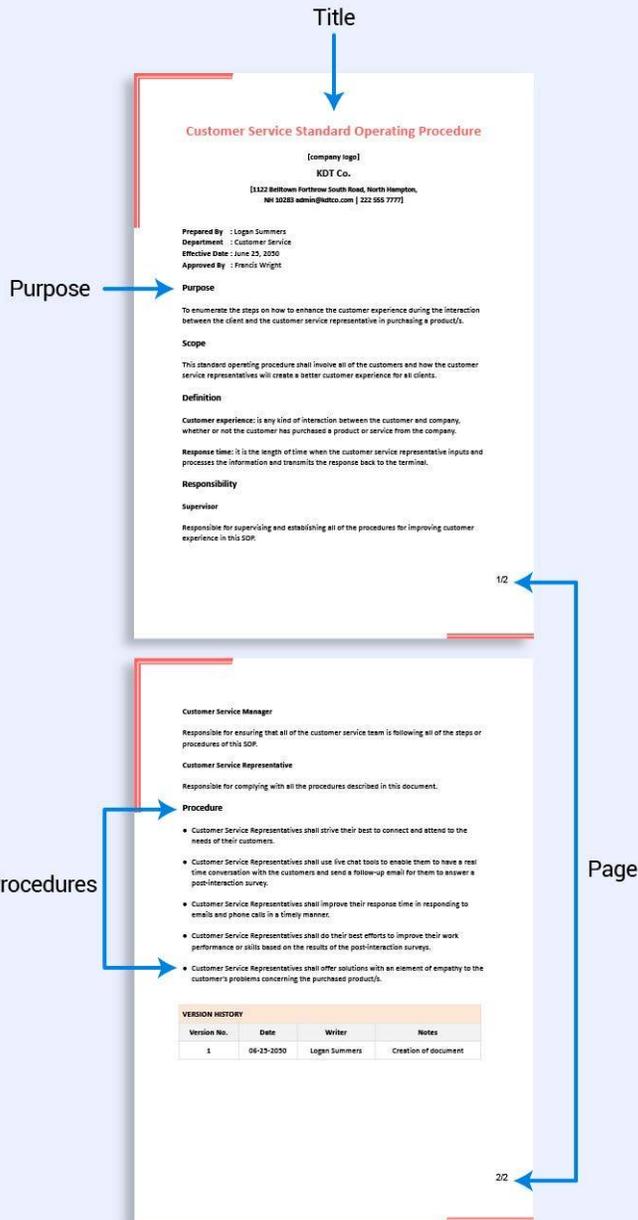
## **Quality Assurance**

A plan is not that convincing without showing quality assurance. Quality assurance is to show transparency of the possible results of your procedures.

## **References**

References are a critical element in an SOP as it enhances the legitimacy and quality of your output. It is also to show signature, professionalism, and uniformity to the audience.

# SOP Anatomy



## Customer Service Standard Operating Procedure

[company logo]

KDT Co.

1122 Belltown Parkview South Road, North Hampton,  
NY 10288 [sales@kdtco.com](mailto:sales@kdtco.com) | 212 955 7777

Prepared By : Logan Summers  
Department : Customer Service  
Effective Date : June 25, 2020  
Approved By : Francis Wright

### Purpose

To enumerate the steps on how to enhance the customer experience during the interaction between the client and the customer service representative in purchasing a product/s.

### Scope

This standard operating procedure shall involve all of the customers and how the customer service representatives will create a better customer experience for all clients.

### Definition

**Customer experience:** is any kind of interaction between the customer and company, whether or not the customer has purchased a product or service from the company.

**Response time:** it is the length of time when the customer service representative inputs and processes the information and transmits the response back to the terminal.

### Responsibility

#### Supervisor

Responsible for supervising and establishing all of the procedures for improving customer experience in this SOP.

1/2

### Customer Service Manager

Responsible for ensuring that all of the customer service team is following all of the steps or procedures of this SOP.

### Customer Service Representative

Responsible for complying with all the procedures described in this document.

### Procedure

- Customer Service Representatives shall strive their best to connect and attend to the needs of their customers.
- Customer Service Representatives shall use live chat tools to enable them to have a real time conversation with the customers and send a follow-up email for them to answer a post-interaction survey.
- Customer Service Representatives shall improve their response time in responding to emails and phone calls in a timely manner.
- Customer Service Representatives shall do their best efforts to improve their work performance or skills based on the results of the post-interaction surveys.
- Customer Service Representatives shall offer solutions with an element of empathy to the customer's problems concerning the purchased products.

### VERSION HISTORY

Version No.	Date	Writer	Notes
1	06-25-2020	Logan Summers	Creation of document

2/2

## How to Design an SOP

1. Choose your [SOP Size](#).
2. Establish the goal of your standard operating procedure.
3. Pick a good [Standard Operating Procedure Template](#).
4. Edit the template according to your preferences.
5. Proofread your work.
6. Save the file, download, or print the file.

# How to Design a SOP?

---

- 1 Choose your SOP Size.
- 2 Establish the goal of your standard operating procedure.
- 3 Pick a good Standard Operating Procedure Template.
- 4 Edit the template according to your preferences.
- 5 Proofread your work.
- 6 Save the file, download, or print the file.

## SOP vs. Cover letter

Standard operating procedure (SOP) is a tool and technique that delivers outline and planning factors to improve a specific project, program, work, system, etc.

A cover letter discusses the worth of your skills and talent, associating a resume or a curriculum vitae to back up the qualification you presented and provide further information on how you manage and work in possible circumstances.

# What Is the Difference Between SOP, Statement, and Policy?

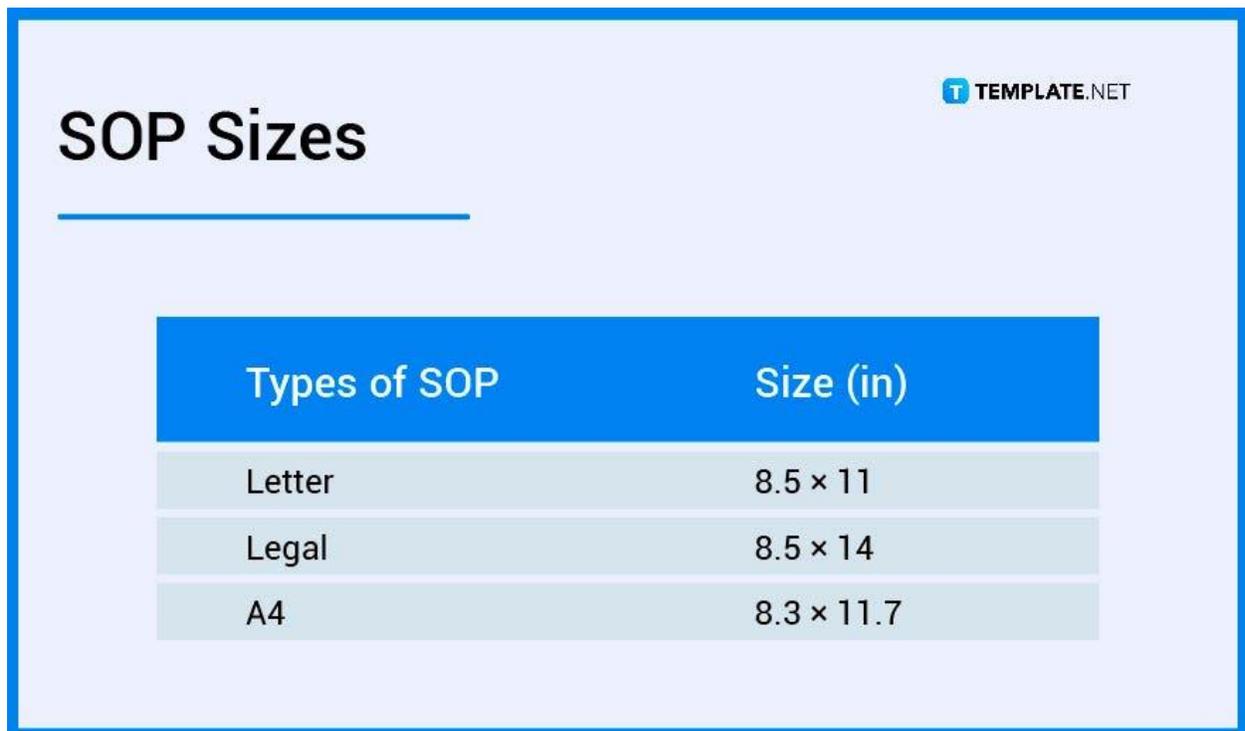
An SOP focuses on providing an innovative roadmap, plans, and solutions to reach a particular goal, whether it is for engineering, inventory or food management, pharmaceutical laboratory evaluation, food package production, clinical substance assessment, etc., SOP is compatible with multiple industries.

A statement talks about the suggestions of what should be done before executing a particular project to ensure that the client gets what they expect.

A policy talks about rules and regulations you need to comply with to avoid legal consequences and contribute to the law.

## SOP Sizes

Every company prefers different sizes that are compatible with their aesthetic. [SOP sizes](#) have different purposes and usage, which is why it is crucial to understand standard sizes.

An infographic titled "SOP Sizes" with a blue border. It features a table with two columns: "Types of SOP" and "Size (in)". The table lists three types: Letter (8.5 x 11), Legal (8.5 x 14), and A4 (8.3 x 11.7). The logo "TEMPLATE.NET" is in the top right corner.

Types of SOP	Size (in)
Letter	8.5 × 11
Legal	8.5 × 14
A4	8.3 × 11.7

## SOP Ideas & Examples

The standard operating procedure has the purpose to organize and improve performance. You need to gather [SOP ideas](#) and examples to decide on what format and design you need and want for your documents.

- Call Center SOP Ideas and Examples
- Sanitation SOP Ideas and Examples
- HR SOP Ideas and Examples
- Construction SOP Ideas and Examples
- Maintenance SOP Ideas and Examples
- Restaurant SOP Ideas and Examples
- Engineering SOP Ideas and Examples
- Healthcare SOP Ideas and Examples
- Manufacturing SOP Ideas and Examples
- Recall SOP Ideas and Examples

## FAQs

### What should an SOP include?

An SOP should include the procedures, visual presentation, plans, employee's name who should do the tasks, references, title, and goals.

### Why do I need SOP?

You will use an SOP as a planning technique, it delivers accurate forecasting, an effective action plan, teamwork improvement, and productive operations while determining the strengths and weaknesses.

## **What is the function of SOP in different industries?**

An SOP is an explanatory, flexible, and versatile approach as multiple industries use them to generate plans, ensure compliance, enhance financial drive, improve operational efficiency, and eradicate weaknesses.

## **How SOPs are used in hospitals?**

Hospital executes multiple operations and processes that require an SOP to help medical experts understand and plan medical procedures, track inventory, ensure enough clinical substance in the laboratory, and innovative and efficient routine.

## **How do you prepare a standard operating procedure?**

You prepare a standard procedure by collecting useful data on your business operations, determining lacks and weaknesses, evaluating employee performance, calculating finances, and generating an SOP structure to put your plans into that document and call for a meeting to discuss your standard operating procedures.

## **What are the components of an SOP?**

The component of an SOP is the title page, table of contents, purpose, procedures, quality assurance/quality control, and references.

## **How to write an effective SOP?**

To write an effective SOP you need to gather informative and relevant information from your past and current problems and results to note them down and break down critical components to include in your SOP.

## **What is the general form of an SOP for a new product?**

The general of an SOP to launch a new product should include the cover page of the report, title to give the complete point of the report, references ad description, procedures and explanation, and table of contents.

## **How do you implement SOP in work?**

To implement an SOP at work, it is important to involve workers as people support what they help develop, revise and update, use concise and transparent words, and post the SOP on the office wall to announce the plans.

## **What is SOP in the pharmaceutical industry?**

In the pharmaceutical industry, an SOP provides the relevant processes, their arrangement, and the measures required to effectively recreate a quality performance.

## **What is an SOP for a job?**

An SOP or standard operating procedure is commonly used in offices and government to provide and execute processes and procedures that employees will need to adapt to make a daily routine and support day-to-day task completion.

## **How do I create an SOP for a job?**

Determine goal and purposes, select a format or template, ask for input, define the scope, identify the audience, write the SOP, and review, edit, and proofread.

## **What should an SOP contain?**

An SOP should include the title, objectives, problems, descriptive procedure, visual presentation, roadmap, further planning, assigned employee names, possible outcomes, financial budget, and references.

## **What is a statement of purpose?**

A statement of purpose focuses on telling a story about your educational backgrounds, such as achievements, experiences, and goals, and the programs you are targeted to join as it compliments your skills and desired activities.

## **What does SOP mean in the military?**

A standard operating procedure in the military is the approach they use to present the daily routine of the army.

## **What are the three types of SOP format?**

SOPs are classified into three types: step-by-step, hierarchical steps, and flowcharts.

## **What is SOP in training?**

An SOP plays a critical role in training since it provides detailed and informative procedures and processes the trainers and trainees need to do to meet and execute accurate and correct routines and tasks, reaching the company's training goal.

## **What are the benefits of SOP?**

An SOP ensures your company will achieve consistency, improve quality assurance and safety, save time and money, simplify employee management, avoid knowledge loss, simplify audits, and enhance autonomy.

## **Who writes standard operating procedures?**

In a company, various higher-ups and employees can create standard operating procedures as long as it matches their level of expertise, depending on the requested and suggested topic and changes of the company's boarding team.