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Of course, this depends on your specific business needs (making the document meet ISO-9000), for example. Usually, though, the SOP would include... Title Page - This can include the name of the process, the name of the department that the SOP applies to, etc.

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Step 1: Begin with the end in mind. Define what the end result or the goal is for the SOP you are writing. For example, if you are writing a document that describes the procedures for closing a restaurant each night, the goal is to secure the building until the prep crew arrives in the morning.

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This SOP will be reviewed every two years, a more updated revision of the SOP will be implemented if new local, national or international regulations change. This would therefore replace the existing document. All SOPs can be located on the Research and Development's shared file and a hard copy of all SOPs are kept in the SOP Trial Master File

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Standard Operating Procedure Guidelines 7.0 Responsibilities 7.1 All personnel are required to comply with this procedure. 7.2 Documentation personnel are responsible for updating this document. 8.0 Definitions 8.1 Objective The Objective is a brief statement explaining the reason for the document. Example:

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