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<Insert Operating Procedure>

Standard Operating Procedure

Project Phase:

Customer: <Insert Client Name>

Team Leader: <Insert Team Leader Name>

Champion: <Insert Champion Name>

Document ID: <Insert Document Identification Number>

Name	Position Title	Organization	Signature	Date

Document Purpose

A Standard Operating Procedure (SOP) contains a set of instructions for carrying out a specific technique. They can be utilised for any technique, but this guide is designed to be generic in nature and applicable to a host of different business applications.

SOPs stipulate how monitoring will be undertaken, and provide quality assurance that the data collected will be consistent and therefore comparable. The SOP should be clear and concise but with enough detail so that users with only limited experience can reproduce the procedure.

Note: This document contains hidden text which will assist in the compilation of the SOP.

Version History

Version	Author	Date Issued	Change Description

Procedure Team Members

Name	Title	Role

Contacts

	Author	Customer
Name:		
Title		
Organization:		

Standard Operating Procedure

Address Line 1:		
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Telephone:		
Email:		

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