

STEP 1:

Name the SOP using descriptive words, for example "Replacing the printer cartridge for the HP Laser Ink Jet 4000T".

STEP 2

Write a scope for the SOP.

To do this answer the following questions:

- What specific tasks will be covered?
- Which tasks are not covered?
- Who is the SOP written for?

STEP 3

Develop an overall task description in sequential order.

STEP 4

Describe each task step in detail and include the following if necessary:

- Background information/materials
- Materials/tools that may be needed
- References to other SOP's
- Product manuals
- Describe how long the step may take
- Place health and safety warnings prominently in the SOP
- Use photos as well as written words to provide a clear picture
- Use flow charts

STEP 5

Develop SOP's with input from as many people as is practicable.

STEP 6

Post the SOP for 24 hours for critique/input.

STEP 7

Sign off by Suzanne.

STEP 6

Set up a system to evaluate SOP's on a regular basis.
