

STANDARD OPERATING PROCEDURE

Standard Operating Procedure

Version: Generated:

Overview

Purpose: [What this procedure achieves, and why it exists.] Scope: [This procedure applies to: the teams or job titles that carry it out.] It covers [the event that starts it] through to [the outcome that ends it]. It does not cover [anything handled by a separate procedure].

Steps

1 Step 1**2** Step 2**3** Step 3**4** Step 4**5** Step 5**6** Step 6