

SOP Library

Use this controlled library to create complete SOPs and the forms that support them. Repeat the SOP module for one task at a time, keep identifiers and revisions consistent, and place shared forms after their supporting procedures or in the shared register.

Complete bracketed fields with approved information. Duplicate modules and rows as needed; record the reason for any section marked not applicable.

Document [ID and revision] **Owner** [Role] **Scope** [Organization, site or product]

Effective date [Date] **Approval** [Controlled record] **Next review** [Date or trigger]

Library overview

Library element	Controlled arrangement
Purpose scope and process areas	[Sites, functions, work and exclusions]
Categories and numbering	[Process-area hierarchy and SOP/form identifiers]
Finding the current SOP	[Master index, repository and point-of-use version check]

SOP governance

Lifecycle stage	Adopted rule and authority	Evidence and handoff
Prepare review and approve	[Author, reviewer, approver and qualification]	[Review and approval record]
Issue train and use	[Controlled distribution and user qualification]	[Acknowledgement and training]
Review revise and withdraw	[Review trigger/cycle, change and archive rule]	[Version and obsolete-copy handling]
Record deviation	[Justification, authority and disposition]	[Deviation record and follow-up]
Role	SOP lifecycle or task responsibility	Required qualification
[Role]	[Author, execute, train, check or approve]	[Competence and authorization evidence]

General health and safety

Shared hazard	Approved control and warning	SOPs covered
[Cross-task hazard]	[Exact protective instruction, PPE and emergency reference]	[IDs; task-specific warnings remain in task steps]

SOPs by process area

Repeatable complete SOP

SOP control	Complete for this task
Identifier title and revision	[SOP ID, task title, version and effective date]
Purpose scope and summary	[Intended result, applicability, trigger and task summary]
Definitions and references	[Task terms, related SOPs and controlled documents]
Responsibilities and qualifications	[Performing/checking roles and authorization]
Equipment and supplies	[Identifiers, specifications, quantities and forms]
Warnings cautions and interferences	[Exact task precautions and conditions affecting results]

Procedure steps

Step	One action and decision point	Result criterion and record
1	[Complete prerequisites and establish starting condition]	[Required state and evidence]
2	[Perform one action; warning immediately before affected action]	[Exact setting, unit or observable result]
3	[If condition then action; otherwise route]	[Acceptance, rework or escalation]
4	[Complete records and hand off]	[Final output, recipient and check]

Data records and quality control

Record or quality check	Required content and criterion	Review storage and retention
[Form or control ID]	[Raw data, result, acceptance criterion and exception]	[Reviewer, controlled location and adopted rule]

SOP supporting checklist

Keep the checklist in procedure order and cross-reference the complete SOP rather than replacing its instructions.

SOP step and check	Acceptance criterion	Result record and initials
[Step ID and verifiable check]	[Exact approved criterion]	[Result, date and performer]
[Step ID]	[Criterion]	[Exception and action]

SOP review record

Review area	Evidence and conclusion	Required correction
Scope sequence and safety	[Task walk-through and identified gaps]	[Action and owner]
Criteria and records	[Data, QC checks and traceability review]	[Action and verification]
Training and release	[Competence, approval and distribution]	[Release condition]

Shared forms and records

Shared form or log	Required fields and SOP users	Control and retention
[ID and title]	[Content, related SOP IDs and completion role]	[Version, repository, access and retention]
[Form ID]	[Fields and supporting procedures]	[Review and record rule]

Deviation and correction record

SOP and event	Deviation assessment and authorization	Correction and closure
[ID, version, step and facts]	[Impact, reason, authority and disposition]	[Action, evidence and approval]

SOP index

Order by the adopted identifier. Keep technical and administrative areas separate where the library distinguishes them.

SOP ID and title	Process area version and status	Effective review and controlled location
[ID and exact title]	[Area, revision, active/draft/withdrawn]	[Dates or triggers and link]
[ID and title]	[Area and status]	[Location and replacement if withdrawn]

Glossary

Term	Definition	SOP or source
[Term]	[Meaning as used in this library]	[ID and section]
[Term with differing meanings]	[Keep each applicable definition distinct]	[Relevant SOP IDs]

Revision and distribution record

Change	Review approval and training impact	Distribution and withdrawal
[Affected SOP/form IDs and reason]	[Authority, decision and required training]	[Controlled copies, effective version and superseded records]

Library readiness check

- ☐ Each SOP is complete from prerequisites through task steps, quality checks and records.
- ☐ Forms, criteria and glossary entries identify the procedures they support.
- ☐ Current versions are available and withdrawn copies are controlled.

Review role	Decision and date	Approval reference and open actions
[Library or quality authority]	[Approved or returned]	[Record and next review trigger]