GENVORA

FREE TEMPLATE

SOP template

A simple standard operating procedure for one task. Fill it in with the person who does the job, then ask someone else to follow it.

1. Write it

The person who does the task fills in the steps.

2. Test it

Someone new follows it without help. Fix every step where they hesitate.

3. Keep it current

Give it an owner and a review date.

01 About this procedure

TASK NAME

SOP OWNER

DONE BY

LAST REVIEWED

NEXT REVIEW DUE

02 Purpose and timing

Why this task matters

WHAT TRIGGERS IT

HOW OFTEN

If you get stuck, ask

03 Before you start

Logins, files and information you need Don't write passwords here. Note where to find them instead.

04 The steps

One action per step, each starting with a verb: open, check, send.

	STEP	WHO
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

05 Checks and problems

How to check it's been done right

If something goes wrong Common problems and what to do about each.

06 Change log

DATE	WHAT CHANGED	WHO

NEXT STEP

Save one copy of this file for each task, and keep them all in one shared folder with a simple list of every SOP and its owner. Want help documenting how your business runs? Email **contact@genvora.net**.