

Note:

- this sample template is modified from a Workwell sample document



[SOP#] Sample Standards Template - Explained

Title:	<i>[title and/or reference of the procedure]</i>	Date of issue:	<i>[when it was released for implementation]</i>
Approved by:	<i>[person who is responsible for this procedure]</i>	Review /Revise Date:	<i>[company needs to set a date or by order from an inspector]</i>
Location:	<i>[where does this procedure apply. For example – whole company or a specific location]</i>		

1.0 Purpose

This section describes the purpose of the procedure.

2.0 Scope

This section describes who the procedure applies to and may include the job function, department, location.

3.0 Roles and Responsibilities

This section details who is involved in the procedure and their specific role.

4.0 Communication

This section details how the procedure is communicated to those that the procedure applies to.

5.0 Training/Implementation

This section identifies what training is needed, who received the training, who delivers the training, how often the training is done and how the completed training is recorded.

6.0 Procedures

This section should be written in clear, plain language that is understood by the employees. It is the step-by-step procedures that are performed in order to accomplish the standard. This should include what safety equipment must be used, what inspections or pre-use procedures need to be done, what record or checklist must be completed before, during or upon completion of the activity to record or document the safety precautions taken.

7.0 Evaluation

This section details when and how the procedure will be evaluated. Evaluation should include confirming that staff retain their knowledge/understanding of the procedure (e.g., 3-6 months post training).

8.0 Acknowledge Success and Make Improvements

This section details how and when the company will acknowledge the success of the procedure – as well as when and how they will make improvements based on the outcomes of the evaluation.

9.0 Forms

This section lists any forms, checklist or support documents identified in the procedure.

10.0 Reference Materials

This section may include any material such as legislation, guide, manuals, and/or forms that apply to the procedure.

11.0 Terms

This section provides definitions of any industry (or health and safety) related terms and acronyms used within the procedure.

Approval Signature:	<i>[most senior manager on site]</i>
Date:	