

STANDARD OPERATING PROCEDURE

Title: SOP Document Preparation

Effective Date: _____

Approvals (Signature and Date):

Responsible Department Head

Technical Authority

QA/QC

1. PURPOSE

- 1.1 To establish standardized format, content, and style requirements for Standard Operating Procedures (SOP).

2. SCOPE

- 2.1 This procedure applies to all Standard Operating Procedures (SOP).

3. RESPONSIBILITY

- 3.1 All company employees, consultants and contractors who create new or revise existing Standard Operating Procedures are responsible for adhering to the standardized format, content, and style requirements described in this document.
- 3.2 Document Control is responsible for assuring that all SOPs meet the format, content, and style requirements.

4. REFERENCES AND APPLICABLE DOCUMENTS

- 4.1 09-0001-SOP-1.0, Document Change and Control Procedure

5. MATERIALS AND EQUIPMENT

- 5.1 The SOP template is available in the MS Word template directory. New MS Word documents can be created from this template by selecting **File, New** menu commands and then selecting "NewSOP" from the "New" dialog box.

6. HEALTH AND SAFETY CONSIDERATIONS

- 6.1 None

7. DOCUMENTATION REQUIREMENTS

- 7.1 Document Change Request (DCR) form, (Attachment E of 09-0001-SOP-1.0), for initiating the approval of a new SOP or the revision of an existing SOP.

8. PROCEDURE

- 8.1 Prepare the SOP adhering to the standardized format, content, and style requirements described in the attachments to this document.
- 8.1.1 Attachment A - SOP Master Document Style Sheet which describes the font, margin, type style and type size requirements for SOPs.

- 8.1.2 Attachment B - SOP Master Document Format Template which describes the document content requirements and illustrates the format for SOPs.
- 8.1.3 Attachment C - Standard Format/Content Outline for the construction of data collection forms.

Attachment A
SOP MASTER DOCUMENT STYLE SHEET

MASTER DOCUMENT STYLE SHEET

Document Type:	Standard Operating Procedure (SOP)
Word Processing Software:	Microsoft WORD for Windows, Version 6.0 or higher
Font:	Times New Roman
Section Header Point Size and Style:	10 point, Bold, Capitalized
Body of Document Point Size:	10 point
Margins:	Top: 1" Left: 1.5" Right: 0.5" Bottom: 0.5"
Between Line Spacing:	
Between Sections:	Double Space
Between Subsections:	Double Space
Between Lines in Body of Doc.:	Single Space