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SOP Title	SOP No.	Version No.	Effective date
Managing Standard Operating Procedures (SOPs)	QA.SOP-001	00	YYYY/MM/DD

## MANAGING STANDARD OPERATING PROCEDURES (SOPs)

<b>Written by:</b>	[Name]	<b>Signature/Date</b>	[YYYY/MM/DD]
<b>Approved by:</b>	[Name]	<b>Signature/Date</b>	[YYYY/MM/DD]

### 1. Purpose

1.1. This procedure describes how to develop, approve, and review new standard operating procedures (SOPs) to ensure all processes are performed consistently and efficiently.

### 2. Scope

2.1. This procedure applies to the processes of all departments within the facility including operations, production, quality, and security.

### 3. Responsibilities

3.1. **Author:** To draft the SOPs using the approved SOP Template (TEMPLATE.QA-001A).

3.2. **Quality Assurance Person(QAP)/Production Manager :** To approve, maintain, and distribute new or revised SOPs, and ensure that staff are using the most recent version of SOPs. Must also approve revisions to existing SOPs before they come into effect.

### 4. Acronyms and Definitions

4.1. **Change control :** A process to ensure that changes to a product or process are introduced in a controlled and coordinated manner.

4.2. **Deviation :** Non-compliance with product or raw material specifications, processes, equipment, procedures described in an approved SOP, or applicable regulations.

4.3. **Standard Operating Procedure (SOP) :** A set of instructions that describes the activities necessary to accomplish tasks in accordance with industry regulations and company standards.

### 5. Supporting Records

5.1. FORM.QA-001A: Master SOP Index

5.2. TEMPLATE.QA-001A: SOP Template

5.3. TEMPLATE.QA-001B: Record Template Portrait

5.4. TEMPLATE.QA-001C: Record Template Landscape

### 6. Procedure

**SOP TO BE CONTINUED...**