

## Template of a Standard Operating Procedure

<b>Standard Operating Procedure</b>				
<b>SOP # 101 - TITLE</b>				
<b>Step</b>	<b>Specification / Reference</b>	<b>Reason</b>	<b>Responsible Person</b>	<b>Specific Training</b>
Prepared by: ..... Date: .....				
Approved by: ..... Date: ..... Version: .....				