Standard Operating Procedure (SOP) – How to create a SOP & Sample

A standard operating procedure is often referred to as a SOP for food safety plans. SOP’s are used to describe step by step how a specific task is carried out. Individual tasks should have their own SOP. The document is meant to be concise and easy to read. It is best to start each step in a SOP with and action verb. SOPs can be used to train employees on specific tasks as well as a reference document for employees. Before writing a SOP understand who the audience is (those who will perform the task) and what the intent is of the task. To ensure all the material is in a SOP that needs to be included it is important to develop a template. There is no right or wrong template it is up to you as to how you want it.

Below is a sample:

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| **Name: Proper Hand Washing SOP** | | | **Created On:** Nov 13, 2013 | | | **Last Modified:** Aug 14, 2015 |
| **Purpose:** To minimize the risk of microbial contamination | | | | | | |
| **Who performs the task?**  All Employee & Visitors | **Where is the task performed?**  Washrooms & Hand Wash Stations | | | **When is the task carried out?**  - After any potential contamination  - Upon returning to work | | |
| **Equipment/ Tools / Supplies:**  Soap  Water  Single Use Paper Towels | | **Record / Form Used:**  Pre-harvest checklist  Facilities Cleaning Log | | | **Created By:**  Name | |
| **Modified By:**  Name | |
| **Procedure:**   1. Wet hands 2. Apply soap 3. Lather and scrub (for at least 20 seconds) 4. Rinse (with water running down the hands) 5. Dry with a single use paper towel 6. Throw paper towel in garbage | | | | | | |