

<b>Standard Operating Procedure (SOP) Name:</b>
<b>Purpose</b> <i>Explain the purpose of this SOP.</i>
<b>Scope and Applicability</b> <i>When, and why, should this procedure be used?</i>
<b>Roles and Responsibilities</b> <i>Who is responsible for carrying out tasks related to this SOP? List the position title(s) and not the individual person.</i>
<b>Instructions</b> <i>List specific steps and tasks associated with implementing this procedure.</i>
<b>Timeline for Completion</b> <i>List specifically when these steps and actions need to be completed (i.e. quarterly, at the end of a client project).</i>
<b>Related documents</b> <i>List related documents to be used as a reference.</i>
<b>Date Created or Updated:</b> <i>Note the date that this SOP was created or updated.</i> <b>Version:</b> <i>Note the current version, such as 1.0, 2.0, etc.</i>