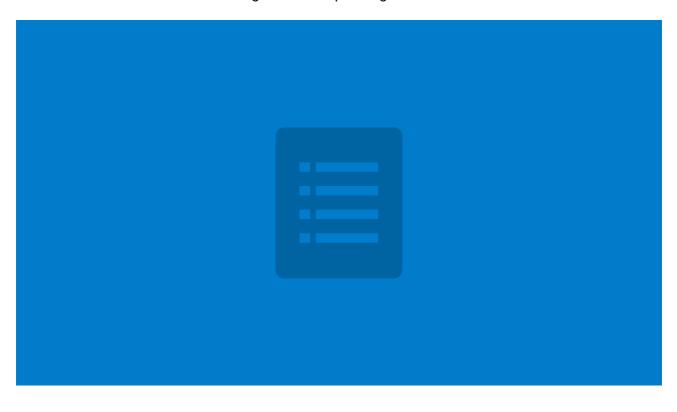
Effortless Quality Checklist

Writing Standard Operating Procedures



identity a process. Example, Scale Checks and Cambrations
Create a flowchart of the process.
Perform or watch the process. Modify the flowchart as needed.
Convert the flowchart into written steps.
Think about why the process is necessary. This is the Purpose.
Assign ownership. Who is responsible for the process?
Write down all tools and materials needed for the process.
Research the frequency Of the process. Example: Weekly
Make note of any safety and health warning.
Include a section to track updates and reviews to the SOP.
If needed add definitions, references, pictures, or diagrams.
Test the procedure. Pretend you are a new employee!
Have someone other than yourself (a manager preferably) approve the procedure.