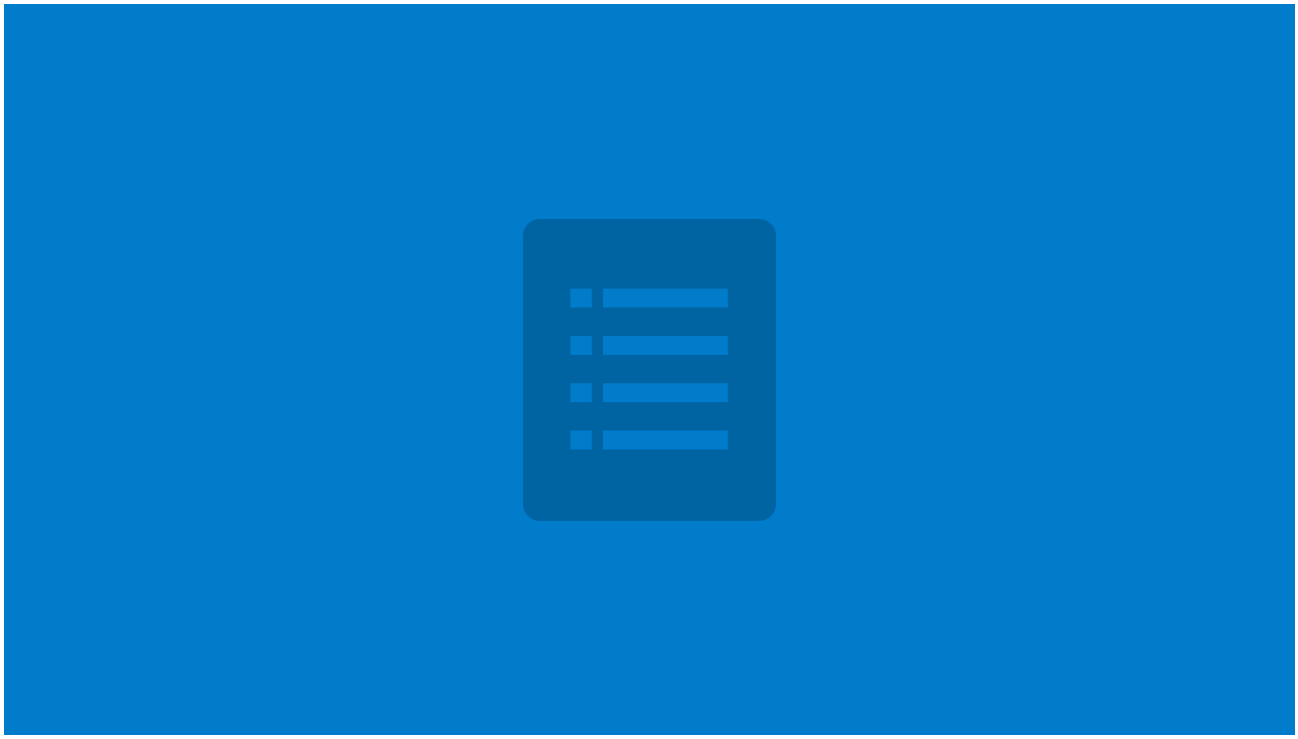
Effortless Quality Checklist

Writing Standard Operating Procedures



- [ ] Identify a process. Example: Scale Checks and Calibrations
- [ ] 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.

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