

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.