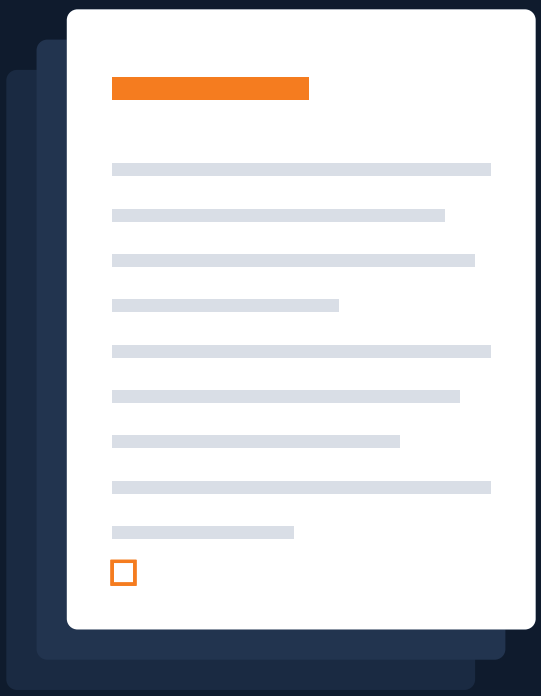
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SOP TEMPLATES

Step-by-Step SOP

A precise, sequential procedure for machinery operation and strict technical routines.

LEVEL OF DETAIL

Moderate-High

BEST SUITED FOR

Machinery operation, strict technical routines

About this template

The Step-by-Step SOP is built for tasks where the order of actions matters and a skipped or reversed step can damage equipment, injure someone or corrupt data. Each step has a single action, an expected result and a check, with safety warnings placed directly before the steps they apply to.

Detail	
Level of detail	Moderate-High
Best suited for	Machinery operation, strict technical routines

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

SOP title		**SOP number**	
Revision		**Department**	
Process owner		**Approved by**	
Effective date		**Next review date**	
Equipment / system ID			

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Purpose

GUIDANCE One or two sentences on what this procedure achieves and why it matters. Do not describe the steps here.

EXAMPLE This SOP ensures every new client account is set up correctly within two business days, so billing, access and reporting work from day one.

02 Scope

GUIDANCE State exactly what is covered and what is not. Clear exclusions stop people applying the SOP to the wrong situation.

In scope	Out of scope
[Process, location, systems covered]	*[Related processes handled elsewhere]*

03 Safety & Prerequisites

GUIDANCE List PPE, lockout or access requirements, and any condition that must be true before starting. Use a 'Stop' rule for unsafe conditions.

Requirement	Details
PPE required	*[e.g. safety glasses, gloves]*
Hazards	*[e.g. moving parts, high voltage]*
Lockout / isolation	*[Procedure reference]*
Pre-conditions	*[e.g. machine at room temperature]*
Stop if...	*[Condition that halts the task]*

04 Tools, Parts & Materials

GUIDANCE *List exactly what is needed, including part numbers and quantities where relevant.*

Item	Part / spec no.	Qty
[Tool or material]	*[Number]*	*[1]*

05 Procedure

GUIDANCE *One action per step, in strict order. Give the expected result so the operator can confirm the step worked before moving on.*

#	Action	Expected result	Done
1	*[Verb + action]*	*[What the operator should see / hear / read]*	
2			
3			
4			
5			
6			
7			
8			

EXAMPLE Step 4: Turn the main isolator to ON. Expected result: green READY lamp lights within 10 seconds. If not, stop and go to Troubleshooting.

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06 Verification & Shutdown

GUIDANCE *Explain how to confirm the task was completed correctly and how to return equipment to a safe state.*

	Item
☐	*[Verification check, e.g. reading within tolerance]*
☐	*[Shutdown / reset step]*
☐	*[Area cleaned and tools returned]*
☐	*[Log entry completed]*

07 Troubleshooting

GUIDANCE *List the most likely problems, their causes and the corrective action. Escalate anything unsafe.*

Problem	Likely cause	Action
[Symptom]	*[Cause]*	*[Fix or escalate to ...]*

08 Records & Related Documents

GUIDANCE *List the records this procedure creates, where they are kept, and for how long. Link related policies and SOPs.*

Record / document	Location	Retention	Owner
[Record name]	*[System or folder]*	*[e.g. 3 years]*	*[Role]*

09 Approval

GUIDANCE *Signatures make the SOP official. Do not use it until it is approved.*

Role	Name	Signature	Date
Prepared by			
Reviewed by			
Approved by			

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YOUR TEMPLATE IS READY. YOUR TIME IS LIMITED.

Need this document written, reviewed or formatted for you?

Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Step-by-Step SOP** and anything else you need.

SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

Technical & API docs

API references, integration guides, manuals, specs and knowledge bases.

Quality & compliance

ISO-ready QMS documents, registers, audit checklists, training records.

Project & construction

Charters, plans, RFIs, submittals, daily reports, closeout packages.

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