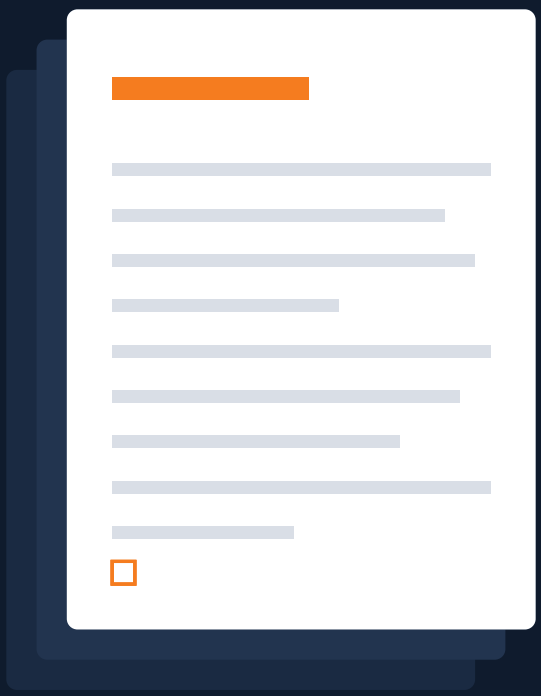
Documentation
Services Lab



FREE TEMPLATE

SOP TEMPLATES

Visual SOP

An image-led procedure for physical assembly and complex software navigation.

LEVEL OF DETAIL

Moderate

BEST SUITED FOR

Physical assembly, complex software navigation

About this template

The Visual SOP pairs every step with a photo, diagram or screenshot, and keeps text to one short instruction. It works best when people need to recognise parts, positions or screens, and for teams with mixed language skills.

Detail	
Level of detail	Moderate
Best suited for	Physical assembly, complex software navigation

How to use it

- Use one image per step. Crop tightly and add arrows or numbered callouts to point to the exact spot.
- Keep captions to one line, starting with a verb.
- 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**	

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 Parts / Screens Overview

GUIDANCE Show an overview image with numbered callouts, then name each numbered item.

Overview image
[Insert overview photo or screenshot with numbered callouts]

#	Part / screen element	Notes
1	*[Name]*	*[What it is / does]*

04 Visual Steps

GUIDANCE *Each row is one step: image on the left, a short instruction and a check on the right.*

Step	Image	Instruction
1	[Image]	[Verb + action] *Check: [what correct looks like]*
2	[Image]	[Verb + action] *Check:*
3	[Image]	[Verb + action] *Check:*
4	[Image]	[Verb + action] *Check:*

EXAMPLE Step 3 [photo of bracket with arrow]: Slide bracket B onto rail A until it clicks. Check: the red tab is no longer visible.

05 Do / Don't

GUIDANCE *Show correct and incorrect examples side by side. This is often the most useful part of a visual SOP.*

Correct	Incorrect
[Image + caption]	[Image + caption]

06 Final Check

GUIDANCE *Confirm the finished result before sign-off.*

	Item
☐	*[Final visual check]*
☐	*[Function test]*
☐	*[Labels / documentation attached]*

07 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.

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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 **Visual 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

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