{COMPANY LOGO}	SOP No:		Version:		Effective Date:	{01-Jan-2021}
	Title: {Enter Title of Procedure Here}					
Author:			Approver:			
{Wet Signature}		{01-Jan-2016}	{Wet Signature}			{01-Jan-2021}
Signature		*Date*	*Signature*			*Date*

1.0 Purpose

{Why is this procedure important? The Rationale or Reasoning for the procedure.)

2.0 Scope

(Short summary of the Intent of the procedure.)

3.0 Objective

(What is the final result expectations? What is to be gained?)

4.0 Definitions

(List in outline format)

5.0 Attachments (Annexes)

(List sorted based on applicability, i.e., relevant forms, associated manuals, and other materials)

6.0 References

(List in outline format. All references must be Relevant!)

7.0 Roles and Responsibilities (R&R)

7.1 Specific or All Employees (Describe R&R for Employees)

7.2 Quality Assurance (Should define R&R for most procedures)

(Applicable Departments Below (see examples))

8.0 Procedure

(List in outline format)

9.0 Distribution

(List of physical and logical locations of all hard and electronic copies – Optional)

10.0 History

((Document Changes) Why at the end recommended?)

Date	Version/Rev.	Change Description

11.0 Attachments

Comment: Delete this page upon use.

1. Keep logo basic
2. Consider utilizing outline formats for all sections
3. For dates, preferable short dating for documents is dd-MMM-yyyy. You can change, however, the change must reflect the Good Documentation Practice procedure guidelines.
4. For SOP Number, consider the following;
    a. QA-001 Quality Assurance related procedures, including Regulatory Affairs (RA), (with form relationships i.e. XX-001F(for Forms))
    b. QC-001 Quality Control (in process, receivable, finished products, and other Laboratory Testing) related procedures (with form relationships i.e. XX-001F(for Forms))
    c. IT-001 – Computer Systems related procedures (with form relationships i.e. XX-001F(for Forms))
    d. RD-001 – Research and Development related procedures (non-GMP) (with form relationships i.e. XX-001F(for Forms))
    e. FAC-001 – Facility Related procedures, i.e. Maintenance, Metrology, Housekeeping, Engineering, and other facility related procedures (with form relationships i.e. XX-001F(for Forms))
    f. WH-001 Warehouse Procedures (with form relationships i.e. XX-001F(for Forms))