



# Standard Operating Procedure (SOP)



A standard operating procedure (SOP) is a set of step-by-step instructions compiled by an organization to help workers carry out routine operations. SOPs aim to achieve efficiency, quality output, and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations.

## Document Purpose

What is this document for?

## Document Scope

What is the scenario which this SOP is applicable?

## Definitions and Acronyms

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insert your term here	So that the reader understands the term or acronym.

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