

Standard Operating Procedure (SOP) / Protocol

Standard Operating Procedure (SOP) / Protocol				
SOP Title				
SOP Number				
	Name	Job title	Signature	Date
Author				/ /
Reviewer				/ /
Authoriser				/ /
			Effective date	Review date
			/ /	/ /

Where applicable, please insert your SOP details in each of the following sections.

Introduction

Give a general introduction, with a statement of rationale.

Scope

State the areas and context covered by this SOP. If there are any areas in which this SOP specifically does NOT apply, these should also be mentioned.

Purpose

Give a brief description of the purpose of the SOP. Describe why the SOP is required, such as compliance with government legislation and/or other internal procedures and guidelines. Any regulations or procedures referred to in this section should be identified.

Definitions

Where appropriate, include a list of definitions of terms used in the SOP.

Responsibilities

Give a summary of the roles listed in the procedure and the responsibilities of each role holder for the procedures detailed in the SOP. The details of responsibilities should be a brief list of the key tasks performed.

Specific Procedure

This section is the main part of the SOP which details the procedure for the task to be performed. Give sufficient detail to enable a trained person to perform the procedure without supervision. There should also be sufficient detail to enable a trained person to use the document to train others too. Flow diagrams may be useful, especially in complex procedures.

Forms

Where forms/templates are referenced, the numbers and titles are listed under this section.

Produced for you by:

AHDB
Stoneleigh Park
Kenilworth
Warwickshire
CV8 2TL

T 024 7669 2051
E comms@ahdb.org.uk
W ahdb.org.uk

If you no longer wish to receive this information, please email us on comms@ahdb.org.uk

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