

Standard Operating Procedure (SOP) — Sample Format

GrowCert Sample Format. Illustrative template prepared by GrowCert Solutions for general guidance. It is NOT an official government form. Adapt it to your operation and verify current regulatory requirements before use.

Organisation		SOP number	
Department		Revision no.	
Effective date		Next review	
Prepared by		Approved by	

1. Purpose

State why this procedure exists and what risk or requirement it controls.

Details

2. Scope

Define where, to which products/areas/activities, and to whom the SOP applies. State any exclusions.

Details

3. Responsibilities

List each role and what it is responsible for (performing, checking, approving, recording).

Details

4. Definitions & abbreviations

Explain any technical terms or abbreviations used.

Details

5. Materials & equipment

List the materials, chemicals, tools and PPE required.

Details

6. Procedure

Write steps in the order they are performed. One action per step. Include limits, frequencies and what to do if something goes wrong.

Step	Action	Responsible	Control / limit	Record

7. Corrective action

Describe what must be done when a limit is not met or the procedure cannot be followed.

Details

8. Records

Record name / format no.	Kept by	Retention period

9. References

Applicable regulations, standards, customer requirements and related SOPs.

Reference

Reference
10. Revision history

Rev.	Date	Description of change	Approved by