**Standard Operating Procedures**

**Company name**

**Logo**

## PURPOSE

## MISSION

## VISION

REVIEWERS

**.**

PILOT TEST

Introduction

Background

PURPOSE:

**SCOPE:**

KEY WORDS:

INSTRUCTIONS:

MONITORING:

CORRECTIVE ACTION:

VERIFICATION AND RECORD KEEPING:

**DATE IMPLEMENTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE REVIEWED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Table LogInstructions:  |
| Date and Time | **Item** | **Internal**  | **External**  | **Corrective Action Taken** | **Initials** | Verified By/ Date |
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