|  |  |
| --- | --- |
| Originator: |  |
| Current owner: |  |

***Process description:***

**Standard Operating Procedure**

**Who: *Describe who this SOP applies to***

**When:** *Note any deadlines that apply*

**How**: *Note any particular instructions, anything to be aware of*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step No** | **Process step** | **Who** | **Key points** | **Examples/screenshots** |
| **1** | ***Outline what needs to be done.***  | *Any particular role related to this step, eg. team lead; HOD* | *Note any details that are needed to complete the step, where further support can be found, anything to note, if/then scenarios.* | *Include screenshots and anything that is helpful and/or visual.* |
|  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **etc** | ***Add lines as required to cover all major steps.*** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Date of last review/update: |  |
| Review/updated completed by:  |  |
| Date of next review: |  |