

**SBL CLAIMABLE**

# SOP DEVELOPMENT & DOCUMENT CONTROL SYSTEM



## OVERVIEW

Standard Operating Procedures are written documents that describe, in great detail, the routine procedures to be followed for a specific operation, analysis, or action. Consistent use of an approved Standard Operating Procedure ensures conformance with organizational practices, reduced work effort, reduction in error occurrences, and improved data comparability, credibility, and defensibility. Standard Operating Procedures also serve as resources for training and for ready reference and documentation of proper procedures. Well-constructed SOPs are critical to error prevention. The SOP writing process is critical to successful implementation of SOPs. Well-written standard operating procedures (SOPs) provide direction, improve communication, reduce training time, and improve work consistency.

## OBJECTIVES

- To understand the importance of established SOP's
- State clearly what SOP are, why they are written and for whom
- to identify ways to successfully implement new SOP's

## COURSE OUTLINE

- Module 1 : Introduction to SOP
- Module 2: Getting Started
- Module 3: Writing Effective SOP
- Module 4: Implementing Effective Document Control System

## WHO SHOULD ATTEND?

All Executives, Officers, Administrators and support Staff



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