

Manufacturing SOP Template

SOP Number	
Department	
Effective Date	
Review Date	
Prepared By	
Version	

Roles, Responsibilities, and Stakeholders

Role	Responsibility	Stakeholder Impacted

Purpose

Briefly describe why this SOP exists and the value it provides to the manufacturing process.

Scope

Define where and to whom this SOP applies. List production areas, equipment, roles, or functions included, and note any exclusions.

Process Overview Snapshot

Provide a short summary of the manufacturing process in plain language. Include the goal, the high-level steps, equipment involved, and who benefits from this SOP.

Inputs and Outputs

Inputs (triggers that start the process)	Outputs (deliverables or results)

Procedur

Step One	
Step Two	
Step Three Instruction	
Step Four Instruction	

KPIs and Metrics

List measurable indicators to assess the success of this SOP (e.g., production time, defect rate, equipment uptime, yield, cycle time).

Risks and Controls

Document potential risks, bottlenecks, or quality issues, along with the controls or safeguards in place to mitigate them (e.g., safety protocols, quality checks, equipment maintenance).

Related SOPs / Linked Processes

Cross-reference any other SOPs that interact with this one (e.g., «Quality Control SOP», «Equipment Maintenance SOP», «Safety Protocol SOP»).

Process Improvement Notes

Capture lessons learned, improvement ideas, or feedback from staff using this SOP. Update during reviews.

Documentation and Recordkeeping

Specify what forms, logs, or reports are associated with this SOP, and where they should be stored (e.g., production logs, quality reports, maintenance records).

Revision History

Version	Date	Author	Notes

Contact us

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