Standard Operating Procedure (SOP) Template

Write down how a repeatable task is done so anyone trained can do it the same way. Keep steps short, start each with a verb, and note where an approval or review happens.

SOP DETAILS

SOP title

SOP number

Version

Effective date

Process owner

Approved by

Next review date

Related policy

OVERVIEW

Purpose (why this procedure exists)

Scope (who and what it covers)

Systems, forms, or tools used

PROCEDURE STEPS

Step	Action (start with a verb)	Responsible	Control, approval, or record kept

REVISION HISTORY

Version	Date	Change made	Approved by

IAG documents key processes and builds controls into them, so procedures protect the organization as well as guide staff. **Talk with an advisor: integrityadvisorygroup.org/contact**

Educational resource, not legal, tax, or accounting advice. IAG provides consulting, investigation, mediation, and training services and is not a CPA firm or law firm.

© 2026 Integrity Advisory Group, LLC