

Document number —

Revision **A**

Effective date —

Owner —

DRAFT

Document control

Document no. / revision [SOP/WI]

Title / process [Title]

Owner / department [Owner]

Effective / review date [Dates]

Controlled-copy status [Status]

Purpose

State why the procedure exists and the intended result.

Scope

Define where, when, to whom and to which products/processes the procedure applies.

Roles and responsibilities

ROLE	RESPONSIBILITY / AUTHORITY
Operator	[Tasks]
Supervisor / approver	[Authority]

Definitions / references

Term / acronym [Definition]

Policy / standard / related SOP [Reference]

NOTICE

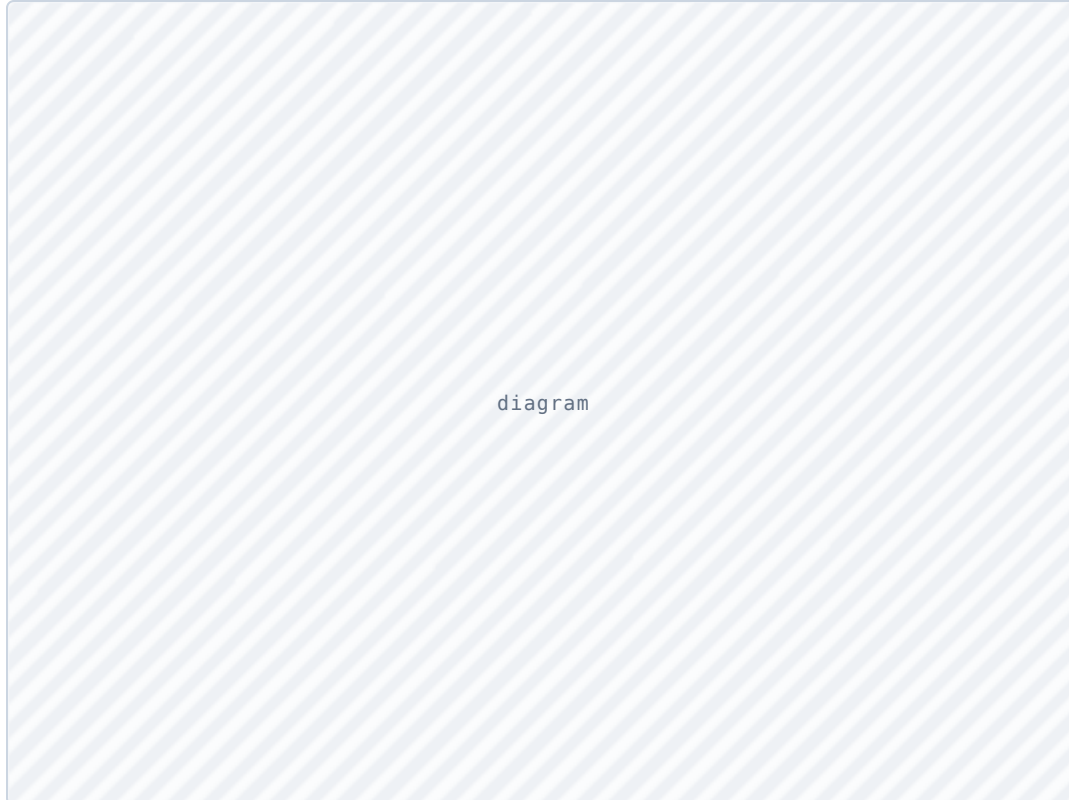
Safety / critical prerequisites

Identify PPE, training, permits, energy isolation, environmental controls and do-not-proceed conditions.

Tools / materials / inputs

ITEM	SPECIFICATION / SOURCE	QTY / STATUS
Tool / material	[Spec]	[Qty]

Process / workstation reference



process flow, workstation layout or critical point reference

Procedure



Acceptance / quality checks

STEP / OUTPUT	ACCEPTANCE CRITERIA	RECORD / REACTION IF FAILED
Critical check	[Criteria]	[Record / action]

Records / evidence

RECORD	OWNER / LOCATION	RETENTION / SYSTEM
Checklist / log	[Owner]	[Retention]

Exceptions / escalation

- Stop-work / escalation criteria
- Approved deviation route
- Incident / quality reporting

Revision history

REV	DATE	CHANGE	APPROVED BY
A	[Date]	Initial release	[Name]

Document approval

_____ PREPARED BY	_____ REVIEWED BY	_____ APPROVED BY
_____ DATE	_____ DATE	_____ DATE

CONTROLLED STRUCTURE ISO 9001 documented information

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