

Simple SOP Template

A clean reusable SOP template for recurring work.

OpsKit Library — **editable operating template**

SOP header

Process name: _____

Owner: _____

Backup owner: _____

Trigger: _____

Frequency: _____

Last reviewed: _____

Review cadence: _____

Procedure

Purpose

Notes / Draft

Inputs/tools needed

Notes / Draft

Step-by-step procedure

Notes / Draft

Definition of done

Notes / Draft

Quality check

Notes / Draft

Escalation path

Notes / Draft

Related files/links

Notes / Draft

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