



Safe Operating Procedures (SOP)

Equipment #:	Company:		Date:	New steps mark w/ "X"
	Location of Job/Dept:			Revised steps mark w/ "O"
SOP Name:	Title of Person Doing Job:	Supervisor:	Revised By:	Analysis Performed by:
Equipment & Tools to be used <small>(List all tools and machinery to be used in conducting the task)</small>	Inspection Requirements <small>(List before and after requirements for task)</small>		Notes	
Sequence Basic Job Steps	Potential Hazards <small>(Analyze each principle step for its potential hazards)</small>		Recommended Action or Procedure <small>(Develop specific controls for each potential hazard)</small>	



Paper Copies: Supervisors ensure that a hard copy is readily available to all employees

Save to: S:\SOPs

Save File Name as: SOP_Equip#_Job Name.pdf

Example: SOP_101376_Oil Change.pdf

If No Equip #: SOP_Equip# of Plant_ Task Name.pdf