

WRITING STANDARD OPERATING PROCEDURES [TEC023]

How to Write Standard Operating Procedures

SAQA Unit Standard: 252024

Credits: 4

NQF level: 5

Duration: 2 days

OVERVIEW:

Imagine your entire department is not able to report for duty on a specific day. You need to call in a group of freelancers. But they don't know your company – or how to operate your equipment... Do you have a set of instructions – a very detailed set of instructions – that will assist these freelancers to perform that job as per your company requirements?

A Standard Operating Procedure (SOP) is a document consisting of step-by-step information on how to execute a task. In other words, it tells you in very fine details what to do to get a specific job done. It sounds daunting, but it's really just a very, very, very thorough checklist. Do you have this in place at your organisation?

On completion of this training, participants would have learned the following in order to ensure the success of their department and team:

- The importance of meeting compliance standards
- How to use an SOP to maximize production requirements
- Including Health & Safety factors in an SOP
- How to ensure the SOP has no negative impact on the environment
- Ensuring the work process goes according to schedule
- Preventing failures
- Using an SOP as a training document
- Using an SOP as a recruitment assessment tool

Pre-requisites for Attendees:

- a) To be highly knowledgeable about the specific field/job
- b) To be fully prepared and willing to participate
- c) To bring the required documents* to the workshop

NB. Attendees will be required to bring a relevant Job Description* (JD) or Work Instruction* (WI) to the workshop. They also need to be Subject Matter Experts (SME's) in the particular field that they would be required to write the SOP for.