## **Standard Operating Procedures**

Written by Administrator Monday, 17 October 2011 12:34 - Last Updated Thursday, 09 February 2012 09:36

## Why have SOP's?

- Standard Operating Procedures (SOPs) are a necessary component of every modern business.
- SOPs act as process books that describe a set of procedures and protocols for a particular action.
- Standard Operating Procedures describe how processes work, detailing the roles and resources that are involved in a particular process.
- SOPs can mean many things depending on your particular industry whether you are a Production Centre using SOPs to outline the inputs, outputs and steps involved in creating a product, or a Restaurant following an SOP to achieve maximum safety and efficiency standards, standard operating procedures are a part of every company.

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