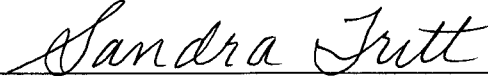
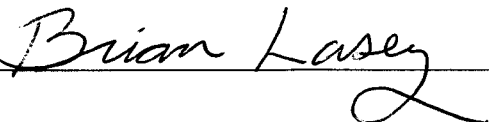


Arkansas Tech University

Office of Facilities Management

Standard Operating Procedure (SOP) Format

SOP No.:	AS0001	Revision:	0
Department:	Administrative Support	Date:	11/14/16
Dept. Head Approval:			
Director Approval:			

1. Title Block:

1.1. Write a title that defines the purpose of the SOP.

1.2. Assign an SOP number

1.2.1. The first 2 Digits are alpha characters that should reflect the division issuing the SOP.

1.2.2. The last 4 digits are numeric in sequential order for the number of SOP's issued by that division.

1.3. Assign the revision number. Start with revision number zero for the first approved issue of the SOP.

1.4. Assign the department issuing the SOP.

1.5. Enter the date the SOP was issued or revised.

1.6. Have the Division Head sign and approve the SOP.

1.7. Have the Facilities Management Director sign and approve the SOP.

2. **Table of Contents:** For longer SOPs provide a table of contents to allow readers to focus on a specific section of the SOP. Not all SOPs will require a table of contents.

3. **Numbering Format:** Use a numbering format outlining each section so the reader can easily follow each step (i.e. 1, 1.A., 1.A.1., etc.).

4. **Purpose:** State the purpose of the SOP including the specific audience in one or two sentences. Include information about process and regulatory standards, and both desirable and undesirable consequences.

5. **Scope:** Write a scope statement that tells what related subjects the SOP does and does not cover if there any chances someone will be confused and make a mistake. Use scope statements for two reasons: to focus your attention as a writer and to clarify things for a reader.

6. **Responsibility:** Identify the personnel/departments that have the responsibility to follow the SOP (i.e. Locksmith, Foreman, etc.)

7. **Definitions:** Define any terms or acronyms the potential reader may not be familiar with.

8. **Health and Safety:** List any pertinent health and safety concerns or remind the reader to refer to the health and safety manual.

9. **Procedure:** List and explain the process steps in sequential order. Provide a detailed explanation if required. For time sensitive issues, ensure the specified dates and times are clearly defined.
10. **Reference Section:** List any reference materials or manuals that may be required or were used to develop the procedure here.