

STANDARD OPERATING PROCEDURES (SOP) (TEMPLATE)

Instructions: Choose one disruption from your list and practice writing an SOP for that disruption.

Purpose:

The purpose statement indicates why the Standard Operating Procedure is essential and how it fits into the emergency preparedness plan.

Instructions:

The instructions provide a step-by-step description of procedures that should be followed.

Monitor Procedures:

Monitoring is the process of ensuring an operation is following Standard Operating Procedures.

Corrective Actions:

Corrective actions are specific, pre-planned actions that must be taken if a Standard Operating Procedure is not followed.

Suggested Record-Keeping Documents:

Record-keeping is needed to document monitoring and corrective actions taken. Records should be retained for one year (or longer if required by your state).

Verification Procedures:

Verification is the procedure that confirms that an emergency preparedness plan is working according to plan. The supervisor or kitchen manager plays an important role in verification by checking and ensuring that monitoring and documentation are done. The verification process will identify changes that need to be made in the emergency preparedness plan so that it will be effective.

