Standard Operating Procedure (SOP) Title

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**Creation/Effective Date: [date]**

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# Introduction

## Goals and Objectives

* Why the procedure was requires (the purpose)
* Objectives

## End Users

* To whom the procedure applies

## Management

* List the person(s) in charge of distributing and implementing this document

## Additional Readings

* List any additional documents the users of this SOP should be aware of
* List references used in the document

## Definitions and Abbreviations

* List any definitions and abbreviations used in the document that may not be known to the end users

## Warnings

* List any warnings and cautions applicable, such as non-disclosure regulations, safety measures, etc.

# Step by Step Standard Operating Procedure

* Describe step by step the entire procedure
* Add images, charts, diagrams, and graphics that may help the understanding of the information
* Finely granulate the descriptions to clarity each aspect

# Contacts in Case of Emergency

* List contact detail of persons and institutions that need to be contact in case of an emergency
* The list may include safety departments, first-aid units, chief of departments, and so on