

SOP Format Choices and Criteria

Many Decisions?	More Than 10 Steps?	Best SOP Format
No	No	Simple Steps
No	Yes	Hierarchical or Graphic
Yes	No	Flow Chart
Yes	Yes	Flow Chart

Reproduced from “Dairy Farm Business Standard Operating Procedures: A Writing Guide” (Figure 3, page 3). The Pennsylvania State University, College of Agricultural Sciences, Agricultural Research and Cooperative Extension. 2001. 8 pages.