

Standard Operating Procedure – EXAMPLE

Below are Standard Operating Procedure examples taken from the Ohio State University Extension Fruit & Vegetable Safety Team on how to construct SOPs for your operation.

SOP Template:

This is not the ONLY way to write a standard operating procedure. There are many resources online to help in the construction of SOPs. See back of workbook for more options and a blank template for making copies.

Objective Statement:

Activity:

Task:

Steps: *(may require many more steps and space than appear here)*

Possible Problems:

Ways of Reducing Risks: