**Write a Standard Operating Procedures (SOP) To Minimize Potential Risks**

The goal of creating a SOP is to clearly and succinctly convey the specific actions that are absolutely required to complete a task. Anyone should be able to read it and complete the task without further communication or help.

This is your farm, your food safety plan and your SOP. Use whatever terminology and layout work for you. Many farms use tables when creating SOPS that present the steps as instructional materials for workers. The SOPs can be printed and laminated and posted in the area where the task will be done for quick reference and recordkeeping. They are useful for worker training.

**SOPs generally include:**

• **Title:** Descriptive title

• **Policy**: Rule that the SOP serves (if one exists)

• **Purpose**: Explains why this procedure is needed and what is to be accomplished.

• **Scope:** Who is included and what areas of the operation are covered

• **Responsible Parties:** Who does it and who makes sure it gets done

• **When:** When and how often the procedure is performed

• **Materials**: A list of all the items needed to accomplish the task

• **Detailed** **Procedure**: Step-by-step, in order, instructions on how to complete the task. A few tips:

1. Break steps into numbered tasks
2. Keep procedure focused on action by starting each step with a verb
3. Be concise
4. Be specific
5. Articulate what will be done, rather than what won’t be done

**• Verification Procedures:** Describe if the effectiveness of this procedure will be verified and how.

• **Documentation:** What documentation will be produced as a result of this procedure

• **Procedure History:** When and by who the SOP was created, reviewed, approved, revised, and disturbed.

You can cut and paste this template into your SOPS to record procedural history.

Action Options:

Created

Reviewed & Approved

Distributed

Revised & Redistributed

|  |  |  |
| --- | --- | --- |
| Procedure History | | |
| Action | Person | Date |
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