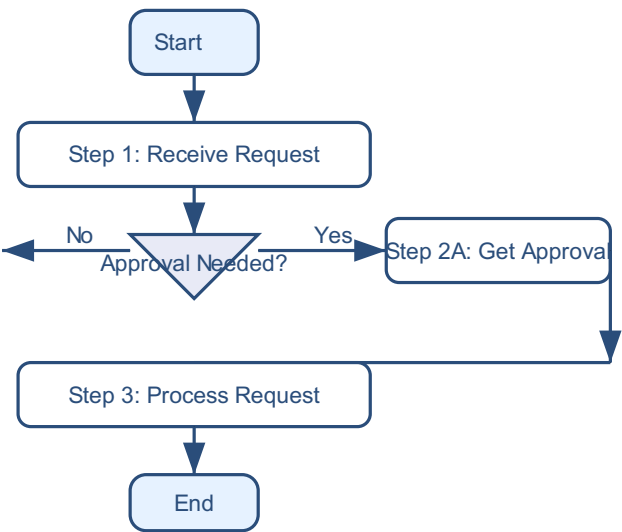


SOP Template: Process Flowchart and Step-by-Step Workflow

This SOP provides a detailed **process flowchart and step-by-step workflow** designed to standardize tasks and improve operational efficiency. The flowchart visually represents each stage of the process, highlighting key decision points and actions, while the step-by-step workflow offers clear instructions to ensure consistency, accuracy, and timely completion of tasks. This structured approach supports effective communication, reduces errors, and facilitates training and process optimization across the organization.

Note: Replace the sample steps and decisions below with those relevant to your specific process.

Process Flowchart



Step-by-Step Workflow

- Receive Request:**
Capture and log the incoming request using the designated system or form.
- Determine if Approval is Needed:**
Assess request details against approval criteria.
*If approval is **required**:* Route the request to the appropriate authority for approval.
*If approval is **not required**:* Proceed to process the request.
- Get Approval (If Required):**
Obtain necessary approval(s); document approval outcome.
Proceed to processing the request if approved.
- Process Request:**
Perform required actions to fulfill the request according to standard procedures.
Update systems and communicate completion/status as necessary.
- Close Process:**
Archive relevant records and confirm closure with requester and stakeholders.

Change History

Version	Date	Author	Description
1.0	YYYY-MM-DD	Name	Initial SOP template created