

SOP Template: Purpose and Scope of the Procedure

This SOP defines the **purpose and scope of the procedure**, outlining the objectives, applicability, and boundaries of the process to ensure clarity and consistent implementation. It establishes the framework for the procedure's use, detailing the specific activities covered, involved personnel, and operational limits to maintain effectiveness and compliance within the organization.

1. Purpose

Describe the objective(s) of this procedure. State why the SOP is required and what it aims to achieve.

- Clearly articulate the expected outcomes.
- Link the purpose to organizational goals or regulatory requirements, if relevant.

2. Scope

Define the boundaries of the procedure by specifying:

- **Applicability:** Departments, roles, or locations where this SOP applies.
- **Involved Personnel:** Identify staff members directly or indirectly involved in the process.
- **Activities Covered:** List or describe the steps, processes, or operations included under this SOP.
- **Operational Limits:** Clearly indicate any exclusions or activities not governed by this SOP.
- **References:** Link or mention related documents, policies, or laws.