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OBJECTIVE:	
This SOP will familiarize you with the basic elements for creating standard work.	
Target Function:	Defining Standard Work Procedure writer - Any level
Use Frequency:	As needed
Prerequisite training:	Review this SOP
Special Terms:	Objective SOP Standard work Procedure Requirements

REQUIREMENTS:	
Safety Precautions:	
Tools Required:	Standardized SOP template
Training Materials:	SOP Template - Creating an SOP
Other:	

PROCEDURE SUMMARY:	
Step 1: Define the objective **Step 2: Describe the frequency** **Step 3: List any prerequisite training required** **Step 4: Define any special terminology to be used** **Step 5: List all SAFETY precautions** **Step 6: List all tools required to complete the work** **Step 7: Identify any relevant training materials** **Step 8: Define any other specifics as needed**	

Special terms:
   1.1: Objective - a clear, direct description of work assignment
   1.2: SOP - Standard Operating Procedure
   1.3: Standard work - the work performed will be produced in the same way by all production staff. This results in a consistent product.
   1.4 Procedure - the specific methods described in some exact detail per the job specification.
   1.5 Requirements - the exact specification required to meet the product standard	

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Step 1: Define the objective
    1.1: You will learn the process for creating SOP per the work standard
    1.2: You will be able to define all the basic elements for a specific task
    1.3: Your SOP will be clear and easily read by any worker

Step 2: Describe the frequency
    2.1: You will create an SOP any time your work assignment requires work for which there is no SOP
    2.2: You may be asked to re-write an SOP with new changes made
    2.3: You may update an SOP for your own work due to changes you've made in your process
    2.4: Kaizen events may introduce improvements to your process that require changes to the SOP

Step 3: List any prerequisite training required
    3.1: You should already have received training in the format and methods for SOP as used in your company
    3.2: your training may include a SCORM compliant presentation or video that provide you with examples of well designed SOPs

Step 4: Define any special terminology to be used
    4.1: SOP - Standard Operating Procedure
    4.2: Standard work - the process everyone follows
    4.3: Procedure - the steps used to complete the work
    4.4: Requirements: all the elements needed to complete the task
    4.5: Objective - the knowledge or skills you expect a person to gain from the training

Step 5: List all SAFETY precautions
    5.1: If there are safety risks involved in the procedure, detail them here. Describe each risk separately as well as the protocol for handling each identified safety situation.
    5.2: If no safety issues exist, you may state this, or leave out this section of your SOP.

Step 6: List all tools required to complete the work
    6.1: Training materials such as this template. See **Step 7**.

Step 7: Identify any relevant training materials
    7.1: This template is a good place to start for precisely communicating your intentions and methods for creating an SOP.
    7.2: Other typical training materials include training videos or SCORM compliant interactive media.

Step 8: Define any other specifics as needed	
8.1: If there are no additional items, delete this section.	