

Standard operating procedure

T Level resource improvement project 2022

Welcome to Darlington College

DON'T JUST
LEARN IT
LIVE IT!

WWW.DARLINGTON.AC.UK
LEARN ASPIRE ACHIEVE TOGETHER



SOP

Standard Operating Procedure

What is a SOP?

A standard operating procedure (SOP) is a set of step-by-step instructions compiled by an organisation to help workers carry out routine operations.

SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations and standards.

Who writes SOPs?

- Engineering
- Quality

Engineers or other qualified personnel are responsible for writing and updating SOPs.

The quality department is responsible for disseminating and controlling SOPs once they are written.

They will also be consulted during the writing process to ensure quality standards are maintained throughout the described process.

Types of SOP

- **Digital master copy**

This is the completed SOP that has been authorised by the relevant departments. The master copy is only accessible by quality and engineering departments to ensure that no unauthorised changes are made.

- **Paper master copy**

A printout of the digital master copy will usually be stored in an appropriate place for the task it describes. This copy will be updated whenever the master digital copy is revised and the previous copy will be destroyed. This copy is accessible by all staff who are required to carry out the described task.

- **Uncontrolled copy**

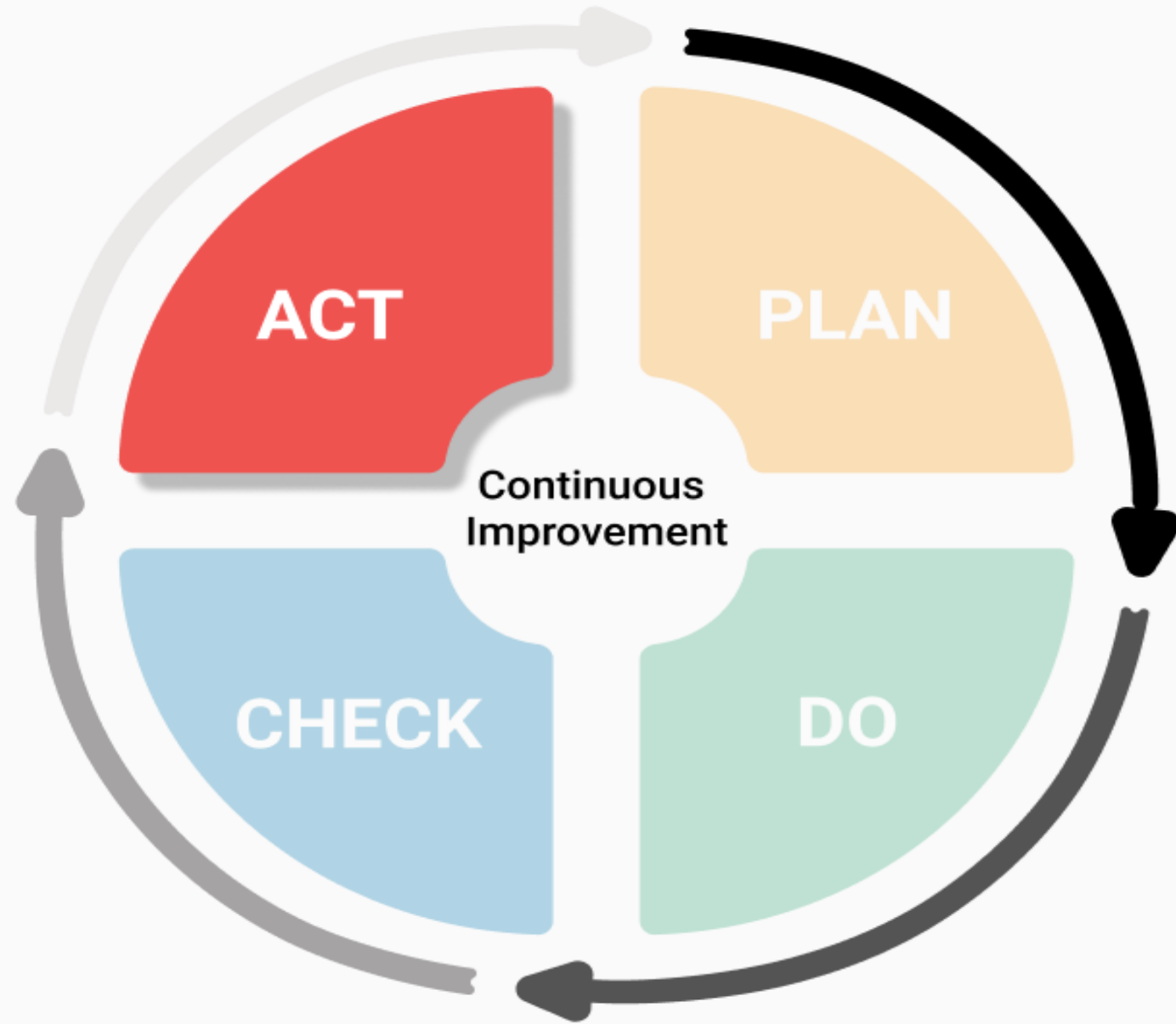
Uncontrolled copies are issued to teams who are carrying out the task at a different location to the paper master copy. These copies are usually only valid for a set time period (e.g. one week or one month). They are date stamped with the date of issue and are annotated with a validity period (e.g. printed on 27/11/20, valid until 27/12/20).

How to write a SOP

- Start with the end: what is the goal?
 - Plan how you will achieve the goal.
 - What tools or equipment will you need?
 - What consumable items will you need?
 - How will you achieve the goal? Break it down into steps.
 - What health and safety factors need to be considered at each step?
1. Once you have a completed SOP, carry out the task according to your plan.
 2. Was it successful?
 3. Make any changes to the SOP as required.
 4. Carry out the task according to the SOP again, checking if it is successful. If it is, authorise; if not, repeat the cycle.

How to write a SOP:

<https://www.lucidchart.com/blog/how-to-write-a-standard-operating-procedure>



Task one

There is a SOP template on Google Classroom.

Make a copy of this template and write a SOP on how to make a cup of tea.

Remember:

- What tools or equipment will you need?
- What consumable items will you need?
- How will you achieve the goal? Break it down into steps.
- What health and safety factors need to be considered at each step?



Task two

Create a digital SOP for the metal block assembly task you carried out last week.

The metal block assemblies are available for you to disassemble, measure and photograph.

Include as much detail as possible, including measurements and fastening sizes, etc.

Remember: this should be a fool-proof method statement for the assembly of the block.

Once you have completed the SOP, hand it in through Google Classroom.

Produced by



Funded by



Darlington College has
produced this resource
on behalf of the
Education and Training
Foundation

This programme is
funded by the
Department for
Education

ET-FOUNDATION.CO.UK