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simple sop format guide how to write standard operating procedures May 05 2021 web apr 6 2020 simply put a standard operating procedure is a defined procedure that lays out the steps necessary to complete certain tasks in line with your company or industry standards any checklist or how to document can be categorized as a procedure for example a company that manufactures a product would have a clear step by step

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easily find content within the sop this can be done with the

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