



Consulting and Training | Reach New Heights

Course Name

Laboratory Standard Operating Procedures

Sector Name

Oil, Gas and Chemical

Document Type

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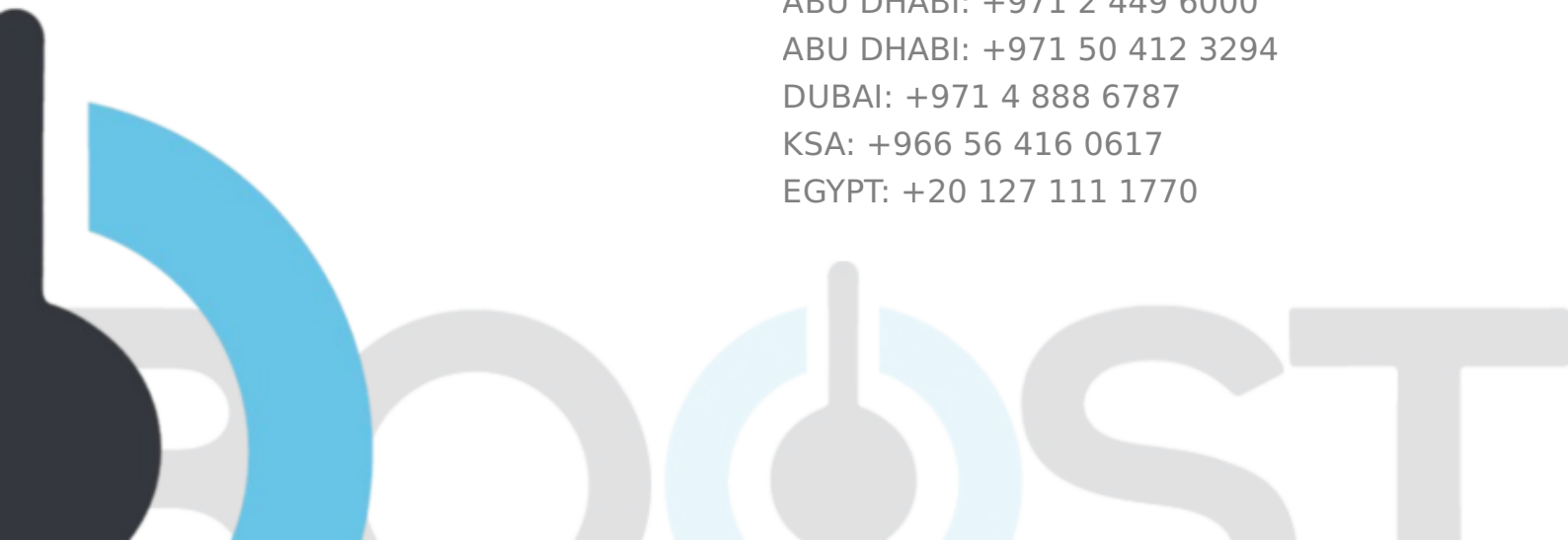
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Laboratory Standard Operating Procedures

Course Introduction

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization. The development and use of SOPs are an integral part of a successful quality system as they provide individuals with the information to perform a job properly and facilitate consistency in the quality and integrity of a product or end result.

The term “SOP” may not always be appropriate, and terms such as protocols, instructions, worksheets, and laboratory operating procedures may also be used. For this document, “SOP” will be used. SOPs describe both technical and fundamental programmatic operational elements of an organization that would be managed under a work plan or a Quality Assurance (QA) Project Plan

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Target Audience

- ✓ Laboratory managers
- ✓ Chemists
- ✓ Lab supervisors
- ✓ Quality control/ quality assurance persons
- ✓ Auditors
- ✓ Data entry and retrieving persons.

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Learning Objectives

The development and use of SOPs minimizes variation and promotes quality through consistent implementation of a process or procedure within the organization, even if there are temporary or permanent personnel changes. SOPs can indicate compliance with organizational and governmental requirements and can be used as a part of a personnel training program, since they should provide detailed work instructions.

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