



SOP Starter Kit:

Quick Checklist to Document Your First Process

By Cosmos Consulting Pte Ltd

Created for SMEs looking to streamline operations, reduce errors, and empower teams through structured workflows. A detailed checklist to help document clear, repeatable procedures on the shop floor or back office.

Section 1: SOP Identification

Pick one repetitive task in your business that:

- ✓ Happens weekly or daily
- ✓ Involves more than one person
- ✓ Business-critical (errors cause delays or cost)
- ✓ Frequently causes confusion or delay

◉ Example: Raw material receiving, packing line startup, QC inspection, tool maintenance, order dispatch

Section 2: SOP Template Structure

Field	What to Fill
SOP Title	Clear and specific (e.g., <i>“Final QC of Assembled Parts”</i>)
SOP ID	Unique code (e.g., <i>SOP-MFG-03</i>)
Department	Which department this applies to (e.g., <i>Quality Control, Stores</i>)
Prepared By	Name or designation (e.g., <i>Production Supervisor</i>)
Approved By	Usually HOD or Manager
Last Reviewed	Date of last update
Frequency of Review	e.g., <i>Every 6 months / After every 10 executions</i>

Section 3: Process Steps Table (Core SOP Body)

Step	Sub-task Description	Responsibility	Documents Req'd.	Remarks
1	Receive goods from supplier	Store Assistant	Delivery Challan, PO	Verify vendor seal
2	Perform physical inspection	QC Executive	Inspection checklist	Note damages immediately
3	Record QC results in ERP	QC Executive	QC log sheet, ERP	Print batch report
4	Tag and store approved items	Store Assistant	Tag labels	Rejected items logged



Section 4: Final Notes

- Add any safety considerations, escalation protocols, or exceptions
- Mention if photos, checklists, or machine settings must be attached



Section 5: Review & Version Control

- Who reviews it?
- How often?
- Who is notified when updates happen?



Bonus Tips for SMEs

- ✓ Start with Excel or Word—no fancy tools required.
- ✓ Store it in a Google Drive or shared folder with read-only access for ready reference.
- ✓ Use versioning: *SOP-MFG-03_v1.0_Reviewed_Jun2025*
- ✓ Consider printing & laminating for physical stations
- ✓ Use tools like Scribe or Process Street when scaling



Pro Tip:

“Don’t shy away from documenting even the smallest tasks. If your subordinates need clarity, you need an SOP.”

Small SOPs prevent daily friction, reduce dependence on you, and build a self-managed team culture—one step at a time.

Want to go from “just SOPs” to a fully systemised workflow? Let’s talk.