**Standard Operating Procedure**

**“Name of Standard”**

* 1. INTRODUCTION

What is this about.

This is a basic template. You can have whatever you like in your procedures - don't feel constrained by the format or content. We would suggest you also create a document for your training - so whenever you have trained one of your team on a particular procedure it is recorded (when/who has been trained/by whom, including the timing of any refresher training if it is needed).

* 1. SAFETY AND HEALTH AWARENESS

What do we need to be aware of, or trained in prior to using this SOP.

* 1. METHODS

How do I do it

* 1. REFERENCES

Associated SOPs

Did I base this training on another document or equipment manual

Any further reading

* 1. DEFINITIONS AND ABBREVIATIONS

Language we use in this distillery that other prople might not understand