

# Standard Operating Procedures Design and Writing

We can help your organization get everyone on the same page with clear standard operating procedures



**Most organizations understand** the need and want clear standard operating procedures (SOPs) for their organizations' processes, but struggle with how to structure, define and actually write them. Our consultants are experts in helping organizations design and document standard operating procedures for their processes. We can assist with all of your procedures or specific ones. We will use your organization's template or help you design a template that includes necessary document control features.

## VALUE OF STANDARD OPERATING PROCEDURES

- ✓ Establish procedures for core and support processes
- ✓ Provide foundation for growth and change management
- ✓ Establish procedures across departments and sites
- ✓ Reduce learning curves for new employees
- ✓ Capture important legacy knowledge
- ✓ Ability to diagnose problems

## OUR PROVEN PROCESS



1. Our consultant will meet with you to gain an understanding of your operations, and develop a high-level flow chart of your core and support processes.



2. We will work to list and consolidate your organization's core and support processes.



3. We will conduct interviews with process owners and subject matter expert(s) (SME) to capture the actual process steps.



4. Our technical writer will utilize the finalized flowcharts to document detailed standard operating procedures that are clear and focused



5. Each procedure will be submitted in a Microsoft Word format for internal review and approval. Edits will be completed as necessary.

## CLIENT TESTIMONIAL

"We want to formally thank The ISO 9001 Group for the full support and guidance for our local office. The process was tailor-made for our company. We have relied on The ISO 9001 Group for the initial consultation and will continue to use this great company for all future requirements. I would recommend The ISO 9001 Group for any company, small or large, because The ISO 9001 Group are qualified experts who take the time to provide support."

*Geovanni Martinez, QMS Manager  
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## CONNECT WITH US

