|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Standard Operating Procedure** | |  |  | | --- | --- | | **Procedure Type** | | |  | DFA Procedure | |  | Unit-Specific Standard Operating Procedure | |

|  |  |
| --- | --- |
| **Topic:** |  |
| **Functional Area(s):** |  |
| **Responsible Officer(s):** |  |
| **Project Sponsor:** |  |
| **Last Revised Date:** | Click or tap to enter a date. |

**I. Purpose**

*State the objective or reason for the procedure. (e.g., “The purpose of this procedure is to…(define/describe/identify/provide/outline/establish) (guidance/guidelines/requirements) for: “)*

**II. Definitions/Acronyms**

*Add definitions/acronyms that are procedure specific or assist in clarifying the procedure.*

|  |  |  |
| --- | --- | --- |
| Acronym | Term | Definition |
|  |  |  |
|  |  |  |
|  |  |  |

**III. Roles**

*List authorities and responsibilities for all personnel who use the procedure.*

|  |  |
| --- | --- |
| Role | Responsibilities |
|  |  |
|  |  |
|  |  |

**IV. Procedure**

*List/describe the activities necessary to complete a process (e.g., process map, flow chart, swim lane, etc.), including who, what, when, and how.*