

NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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1.0 PURPOSE

The objective is to have a standardized format when it comes to writing standard operating procedures (SOPs) for the NAES safety program. In order to do that, some guidelines are needed. The following are guidelines that one should follow when writing a SOP. It is recommended that one should look at how other SOPs are written prior to writing one.

2.0 APPLICATION

All SOP applies to all individuals preparing, modifying and reviewing Standard Operating Procedures.

3.0 REFERENCES

OPNAVINST 5100.23E
29 CFR 1960

4.0 PROCEDURES

1. Open Word template (I drive /Safety/OSH/Docs/SOPs) to write SOP.
2. Start the SOP with the heading, "STANDARD OPERATING PROCEDURE."
3. Right under the heading, state the name of the standard operating procedures, including make and model number (if equipment,) to which the SOP refers to. Also, state the facility where the process or equipment is located.
4. The body of the SOP should have 4 sections:
 - a. PURPOSE" should be short (no more than 4 sentences that tell what the Process/machine can do [process(es)] and, if appropriate and in the simplest terms, the theory of operations.
 - b. APPLICATION" again, should be short.
 - c. REFERENCES" identify the references that drive the process.
 - d. PROCEDURE" should be a list of steps that are simple and clear with the appropriate CAUTION, WARNING and NOTE Statements.
5. Revisions to the Standard Operating Procedures:
 - a. Revisions and modifications will be made to the standard operating procedures when major program revisions or process changes occur as needed.

6. Annual Review:

- a. An annual informal review will be conducted on all Naval Air Engineering Station OSH Program standard operating procedures. Updating and modifications will be made at the time of the annual self-assessment review of all OSH programs.
- b. Documentation will be maintained in the log of standard operating procedures.