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|  | **Standard Operating Procedure** Title: Insert title Document ID: #####  Document Version: 1  Page 1 of 1 |

**Approvals**

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CEO Date

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Quality Assurance Date

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Production Manager Date

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Operations Manager Date

**Version History**

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| Version | Changes Made | Effective Date |
| 1 | Original |  |
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**1. Purpose**

*Outline the purpose of the SOP.*

E.g. There is risk and opportunity in everything we do. As the environment in which we operate changes, risks and opportunities change. Effective risk management is a means of monitoring those changes. This document outlines the process involved in conducting a risk assessment and has been designed to better assist managers achieve their objectives, and to contribute to the continuous improvement of performance throughout the Company.

**2. Referenced Documents**

*Link any other documents that are referenced in this document.*

* IDENTIFYING AND ANALYSING RISK WORKSHEET.doc
* RISK TREATMENT AND ACTION PLAN WORKSHEET.doc

**3. Terms**

*Define any terms that might be confusing to your staff.*

* **Company:** Your company
* **Control:** An existing process, policy, device or practice that acts to minimize negative risk or enhance positive opportunities.
* **Control assessment:** Systematic review of processes to ensure that controls are still effective and appropriate.

**4. Procedure**

*Define the steps of the procedure in whatever level of detail is appropriate.*

**4.1 Step/Section Name**

**4.2 Substep name**