



SOP Title		Reviewed by	
Scope		Date	

1. Preparation

Checkpoint	Yes / No	Notes
SOP version is current and approved		
All required PPE, tools, and materials available		
Task area ready for safe observation		

2. Clarity & Flow

Checkpoint	Yes / No	Notes
Steps follow real working order		
Each action is specific and measurable		
Language matches operator understanding		
No redundant or confusing steps		

3. Operator Validation

Checkpoint	Yes / No	Notes
Operator confirms SOP reflects real work		
Operator can complete task unaided using SOP		
Improvement ideas or unclear steps recorded		

4. Visual & Layout Quality

Checkpoint	Yes / No	Notes
Photos or diagrams are clear and relevant		
Font size and layout easy to read		
Key warnings or notes highlighted correctly		

5. Review Outcome

Item	Comment
Main findings / improvement points	
Responsible for update	
Target completion date	
Revalidation required? (Yes/No)	