

Fundamentals of Standard Operating Procedures: Development and Implementation (SOP)

Course general description:

This 3-day foundational course introduces participants to the essential concepts, development, and implementation of Standard Operating Procedures (SOPs). The course provides practical knowledge and hands-on experience in creating effective SOPs that ensure consistency, quality, and safety in operations. Through a combination of theoretical learning and practical exercises, participants will gain the skills needed to develop and maintain clear, user-friendly SOPs.

Audience:

This course is designed for:

1. New and junior engineers
2. Technical writers
3. Quality control personnel
4. Operations supervisors
5. Training coordinators
6. Department heads responsible for procedure development
7. Safety officers

Course objectives:

By end of the course participants will gain:

1. Understand the purpose and importance of SOPs
2. Identify different types of SOPs and their applications
3. Write clear, concise, and effective SOPs
4. Apply best practices in SOP documentation
5. Implement and maintain SOPs effectively
6. Review and update existing SOPs

Course duration:

3 days

Course location:

Dubai

Course contents:

Day 1: Fundamentals of SOPs

- Introduction to SOPs – Definition, types, benefits, regulatory requirements, and SOP life cycle.
- SOP Structure & Format – Key components, standard formatting, document control, writing styles, and use of graphics.
- Sample SOP Analysis – Identifying well-structured vs. poorly written SOPs.
- Group Discussion – Common challenges in SOP writing and improvement strategies.
- Interactive Quiz – Test understanding of SOP fundamentals.

Day 2: Developing and Writing SOPs

- SOP Development Process – Planning, information gathering, stakeholder involvement, and approval processes.
- Writing Effective SOPs – Clear writing techniques, step-by-step instructions, safety integration, and quality checks.
- Writing Exercises – Hands-on practice in SOP creation.
- Peer Review & Feedback – Review and refine SOP drafts through group discussions.
- Case Studies & Presentations – Practical application and evaluation of SOP development.

Day 3: Implementation, Maintenance & Assessment

- SOP Implementation – Training requirements, distribution, access control, and compliance monitoring.
- SOP Maintenance – Revision procedures, updates, and differences between electronic and paper-based systems.
- Final Writing Exercise – Comprehensive SOP creation.
- Group Presentations – Review and critique of developed SOPs.
- Final Quiz & Feedback – Course evaluation, knowledge assessment, and discussion of key takeaways.

Methodology:

- 50% lectures & concepts
- 10% Videos
- 15% Case studies
- 15% Exercises
- 10% Discussions

Course code: (TGRL001)