

“SOP”

Standard Operating Procedure (SOP) is a set of instructions that describe how to perform a specific task or process. It is a key component of organizational efficiency and safety, ensuring that all employees follow the same steps and standards.

SOPs are essential for maintaining consistency and quality in an organization. They provide a clear, step-by-step guide for performing tasks, which helps to minimize errors and ensure that all employees are working towards the same goals. SOPs are also used to train new employees and to document best practices.

Task	Step 1	Step 2	Step 3
Task A	1.1	1.2	1.3
Task B	2.1	2.2	2.3
Task C	3.1	3.2	3.3
Task D	4.1	4.2	4.3
Task E	5.1	5.2	5.3

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