

FREE MANUFACTURING SOP TEMPLATE

SOP Compliance Checklist

Use this 60-point checklist to verify SOP control, employee competence, actual task execution, safety and process controls, quality records, deviations, change management, corrective action, and sustained compliance.

Facility / area

Review date

SOP / revision

Reviewer / owner

Internal manufacturing template. Apply current controlled procedures, quality-management requirements, applicable OSHA controls, training rules, and approved site processes as controlling references.

1. SOP inventory, ownership, scope, approval, and document governance

1

Confirm the organization maintains a current register of controlled SOPs, work instructions, standard work, and related operational procedures within the audit scope.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the controlled SOP register. Sample high-risk, frequently changed, recently revised, and repeatedly noncompliant procedures rather...

2

Verify each SOP has a unique document ID, clear title, defined process or task scope, owner, revision or version, effective date, and approval status.

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the controlled SOP register. Sample high-risk, frequently changed, recently revised, and repeatedly noncompliant procedures rather...

3

Confirm SOP responsibilities identify who owns the process, who approves changes, who trains users, and who verifies implementation and compliance.

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the controlled SOP register. Sample high-risk, frequently changed, recently revised, and repeatedly noncompliant procedures rather...

4

Verify SOPs requiring quality, engineering, EHS, regulatory, or other specialist review receive the required approval before release.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the controlled SOP register. Sample high-risk, frequently changed, recently revised, and repeatedly noncompliant procedures rather...

5

Check document-retention, review-frequency, archival, distribution, and withdrawal rules are defined for controlled procedures.

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the controlled SOP register. Sample high-risk, frequently changed, recently revised, and repeatedly noncompliant procedures rather...

6

Review overdue SOP reviews, conflicting instructions, recurring document errors, temporary procedures, and previous SOP-compliance findings before selecting the audit sample.

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the controlled SOP register. Sample high-risk, frequently changed, recently revised, and repeatedly noncompliant procedures rather...

2. Current revision, point-of-use access, obsolete-copy control, and usability

7

Confirm employees can access the current approved SOP at the point of work in a practical format before performing the covered task.

CRITICAL

SOP

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare the approved master with what employees actually see. A controlled SOP is ineffective if the current revision is difficult to find,...

8

Verify posted, printed, laminated, electronic, tablet, terminal, or workstation copies match the current controlled revision.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the approved master with what employees actually see. A controlled SOP is ineffective if the current revision is difficult to find,...

9

Confirm obsolete, superseded, draft, uncontrolled, or locally edited copies are removed from points of use or clearly prevented from unintended use.

CRITICAL

SOP

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare the approved master with what employees actually see. A controlled SOP is ineffective if the current revision is difficult to find,...

10

Check SOPs use clear language, sequence, visuals, tables, warnings, limits, and terminology appropriate to the employees expected to follow them.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the approved master with what employees actually see. A controlled SOP is ineffective if the current revision is difficult to find,...

11

Verify required attachments, forms, checklists, drawings, setup sheets, specifications, permits, and reference documents are current and linked to the correct SOP.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the approved master with what employees actually see. A controlled SOP is ineffective if the current revision is difficult to find,...

12

Confirm access permissions, electronic publishing controls, backup arrangements, and document availability remain effective during normal operations and foreseeable system interruptions.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the approved master with what employees actually see. A controlled SOP is ineffective if the current revision is difficult to find,...

3. Training, competence, authorization, and employee understanding

13

Confirm employees receive training on the current SOP before independently performing tasks covered by the procedure.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Training completion is not the same as competence. Ask sampled employees to explain and demonstrate critical steps, hazards, limits, records,...

14

Verify training records identify the employee, SOP or revision, training date, trainer or verifier, competency status, and any required retraining or reassessment.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Training completion is not the same as competence. Ask sampled employees to explain and demonstrate critical steps, hazards, limits, records,...

15

Observe sampled employees and confirm they can correctly demonstrate critical SOP steps without relying on unsafe shortcuts or undocumented workarounds.

CRITICAL

SOP

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Training completion is not the same as competence. Ask sampled employees to explain and demonstrate critical steps, hazards, limits, records,...

16

Confirm employees understand critical safety controls, quality requirements, process limits, prohibited actions, abnormal conditions, and stop or escalation criteria in the SOP.

CRITICAL

SOP

C

PC

NC

NA

Execution tip: Training completion is not the same as competence. Ask sampled employees to explain and demonstrate critical steps, hazards, limits, records,...

17

Verify authorization controls prevent untrained or unauthorized personnel from performing restricted setup, adjustment, inspection, release, servicing, or approval activities.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Training completion is not the same as competence. Ask sampled employees to explain and demonstrate critical steps, hazards, limits, records,...

18

Check revised or significantly changed SOPs trigger timely communication, retraining, competency verification, and withdrawal of previous instructions before the new method takes effect.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Training completion is not the same as competence. Ask sampled employees to explain and demonstrate critical steps, hazards, limits, records,...

4. Observed task execution, sequence, standard work, and procedural discipline

19

Observe the selected task and confirm required steps are performed in the sequence specified by the current approved SOP.

CRITICAL

SOP

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Audit the real task from start to finish. Look for skipped steps, reordered activities, memory-based work, undocumented corrections, and...

20

Verify employees use the tools, fixtures, equipment, materials, quantities, methods, timing, settings, and work conditions required by the SOP.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Audit the real task from start to finish. Look for skipped steps, reordered activities, memory-based work, undocumented corrections, and...

21

Confirm mandatory hold points, inspections, approvals, sign-offs, or release steps are completed before work progresses to the next controlled stage.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Audit the real task from start to finish. Look for skipped steps, reordered activities, memory-based work, undocumented corrections, and...

22

Check employees do not omit, combine, reorder, substitute, or improvise critical SOP steps without formal authorization.

CRITICAL

SOP

C

PC

NC

NA

Execution tip: Audit the real task from start to finish. Look for skipped steps, reordered activities, memory-based work, undocumented corrections, and...

23

Verify task-specific warnings, cautions, prohibited practices, housekeeping requirements, and required communication steps are followed during actual work.

SOP

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Audit the real task from start to finish. Look for skipped steps, reordered activities, memory-based work, undocumented corrections, and...

24

Review repeated operator interventions, informal notes, tribal knowledge, workarounds, or frequent clarification requests as potential evidence that the SOP or process needs improvement.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Audit the real task from start to finish. Look for skipped steps, reordered activities, memory-based work, undocumented corrections, and...

5. Safety, PPE, machine guarding, hazardous energy, and environmental controls

25

Confirm the SOP identifies and incorporates the task-specific safety precautions required to perform the work without exposing employees to recognized hazards.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: The SOP must never normalize unsafe work. If the documented method conflicts with machine guarding, hazardous-energy control, PPE,...

26

Verify required machine guards, barriers, interlocks, emergency stops, and other protective devices remain functional and are not bypassed during normal SOP execution.

CRITICAL

SOP

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: The SOP must never normalize unsafe work. If the documented method conflicts with machine guarding, hazardous-energy control, PPE,...

27

Where servicing or maintenance can expose employees to unexpected energization, startup, or stored energy, confirm the applicable hazardous-energy control procedure is followed.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: The SOP must never normalize unsafe work. If the documented method conflicts with machine guarding, hazardous-energy control, PPE,...

28

Verify required PPE is correctly selected, available, serviceable, and worn for the hazards addressed by the SOP.

CRITICAL

SOP

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: The SOP must never normalize unsafe work. If the documented method conflicts with machine guarding, hazardous-energy control, PPE,...

29

Check required ventilation, extraction, chemical-handling controls, hot-work controls, fall protection, ergonomic controls, noise controls, or other EHS measures are implemented where applicable.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: The SOP must never normalize unsafe work. If the documented method conflicts with machine guarding, hazardous-energy control, PPE,...

30

If employees must defeat a safeguard, ignore a safety control, or enter an uncontrolled hazard zone to follow the SOP as written, stop or contain the task and escalate the procedure conflict immediately.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: The SOP must never normalize unsafe work. If the documented method conflicts with machine guarding, hazardous-energy control, PPE,...

6. Equipment, tooling, materials, process parameters, and operational controls

31

Confirm the equipment, machine, line, tooling, fixture, or work area used for the task matches the SOP scope and approved operating configuration.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the physical setup and actual parameters with the SOP. Confirm the correct equipment, material status, tooling, recipe, and control...

32

Verify required pre-use, pre-start, setup, line-clearance, cleaning, or readiness checks specified by the SOP are completed before operation.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the physical setup and actual parameters with the SOP. Confirm the correct equipment, material status, tooling, recipe, and control...

33

Confirm materials, components, chemicals, consumables, packaging, labels, or other inputs match the approved specification and required status before use.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the physical setup and actual parameters with the SOP. Confirm the correct equipment, material status, tooling, recipe, and control...

34

Verify critical operating parameters such as speed, temperature, pressure, torque, dimensions, time, flow, concentration, or quantity remain within the approved SOP limits.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the physical setup and actual parameters with the SOP. Confirm the correct equipment, material status, tooling, recipe, and control...

35

Check alarms, interlocks, sensors, counters, automated checks, reject devices, recipes, programs, and error-proofing controls required by the SOP are enabled and correctly configured.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the physical setup and actual parameters with the SOP. Confirm the correct equipment, material status, tooling, recipe, and control...

36

Confirm adjustments outside normal employee authority are documented, approved, traceable, and performed only by authorized personnel.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Compare the physical setup and actual parameters with the SOP. Confirm the correct equipment, material status, tooling, recipe, and control...

7. Quality checks, measurement, traceability, records, and data integrity

37

Confirm inspections, measurements, samples, tests, verifications, or acceptance checks required by the SOP are performed at the defined stage and frequency.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one completed task record back to the work that created it. Measurements, signatures, timestamps, material identity, and approval...

38

Verify gauges, test devices, scales, instruments, reference samples, or measurement equipment required by the SOP are suitable and within calibration or verification status.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one completed task record back to the work that created it. Measurements, signatures, timestamps, material identity, and approval...

39

Confirm results are evaluated against the correct current specification, acceptance criteria, limit, drawing, reference sample, or decision rule.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Trace one completed task record back to the work that created it. Measurements, signatures, timestamps, material identity, and approval...

40

Verify required traceability links the work or output to the employee, equipment, material or lot, date or time, process step, and other identifiers specified by the SOP.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one completed task record back to the work that created it. Measurements, signatures, timestamps, material identity, and approval...

41

Check manual and electronic entries are attributable, legible, timely, accurate, complete, protected from unauthorized alteration, and retained according to the approved record process.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one completed task record back to the work that created it. Measurements, signatures, timestamps, material identity, and approval...

42

Confirm record corrections, missing entries, invalid results, rework, retest, or repeated measurements are handled transparently according to the organization's data-integrity and record-control rules.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace one completed task record back to the work that created it. Measurements, signatures, timestamps, material identity, and approval...

8. Abnormal conditions, deviations, nonconformance, escalation, and temporary controls

43

Confirm the SOP defines or links to required responses for foreseeable alarms, breakdowns, defects, process drift, utility loss, quality failures, spills, shortages, or other abnormal conditions.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the SOP no longer matches reality. Employees should know when to stop, what can be adjusted, who approves...

44

Verify employees stop, contain, or escalate work when conditions exceed their authorized limits instead of relying on undocumented workarounds.

CRITICAL

SOP

C

PC

NC

NA

Execution tip: Ask what happens when the SOP no longer matches reality. Employees should know when to stop, what can be adjusted, who approves...

45

Check deviations from approved SOP steps are formally documented with reason, risk assessment, authorization, duration, scope, and affected work or product where required.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the SOP no longer matches reality. Employees should know when to stop, what can be adjusted, who approves...

46

Confirm temporary instructions, alternate methods, substitute materials, changed parameters, or interim controls are approved, controlled, time-limited, and communicated to affected employees.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the SOP no longer matches reality. Employees should know when to stop, what can be adjusted, who approves...

47

Verify nonconforming or suspect output created during a procedural deviation is identified, contained, assessed, and dispositioned through the approved process.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the SOP no longer matches reality. Employees should know when to stop, what can be adjusted, who approves...

48

Review repeated deviations, recurring abnormal conditions, frequent exceptions, and repeated supervisory overrides for systemic corrective action and potential SOP redesign.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Ask what happens when the SOP no longer matches reality. Employees should know when to stop, what can be adjusted, who approves...

9. SOP change management, risk review, validation, communication, and implementation

49

Confirm SOP changes are initiated through a controlled change process that identifies the reason, scope, affected activities, responsible functions, and implementation date.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: A revised SOP is not implemented merely because it was approved. Confirm the process, equipment, risk assessment, training, forms, and...

50

Verify proposed changes are reviewed for safety, quality, process, equipment, material, customer, regulatory, training, and documentation impacts as applicable.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: A revised SOP is not implemented merely because it was approved. Confirm the process, equipment, risk assessment, training, forms, and...

51

Confirm new or significantly changed procedures are tested, validated, trialed, or otherwise verified before full implementation where failure could create significant risk.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: A revised SOP is not implemented merely because it was approved. Confirm the process, equipment, risk assessment, training, forms, and...

52

Verify related forms, checklists, drawings, specifications, system settings, training materials, labels, permits, and linked documents are updated consistently with the SOP change.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: A revised SOP is not implemented merely because it was approved. Confirm the process, equipment, risk assessment, training, forms, and...

53

Confirm affected employees are informed and trained before the revised procedure becomes mandatory, and previous instructions are withdrawn from use.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: A revised SOP is not implemented merely because it was approved. Confirm the process, equipment, risk assessment, training, forms, and...

54

Check post-implementation review verifies that the changed SOP is practical, understood, followed, and achieving the intended safety, quality, and operational result.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: A revised SOP is not implemented merely because it was approved. Confirm the process, equipment, risk assessment, training, forms, and...

10. Compliance review, findings, corrective action, effectiveness, and management sign-off

55

Confirm SOP compliance reviews or audits are scheduled using risk, process criticality, change frequency, incident history, quality performance, and previous findings.

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Close findings only when evidence shows the corrected SOP is understood and followed in practice. Trend repeat failures by process, document,...

56

Assign every SOP compliance finding to a named owner with risk level, due date, interim control, required evidence, and escalation route.

SOP

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Close findings only when evidence shows the corrected SOP is understood and followed in practice. Trend repeat failures by process, document,...

57

For critical safety, quality, traceability, or compliance failures, verify immediate containment protects employees, equipment, product, customers, and the process before work continues.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Close findings only when evidence shows the corrected SOP is understood and followed in practice. Trend repeat failures by process, document,...

58

Confirm corrective actions address the underlying cause, which may include SOP design, training, equipment, materials, workload, supervision, document control, system usability, or process capability.

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Close findings only when evidence shows the corrected SOP is understood and followed in practice. Trend repeat failures by process, document,...

59

Verify effectiveness through repeat observation, competency checks, record review, process results, audit follow-up, or other objective evidence rather than administrative closure alone.

CRITICAL

SOP

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Close findings only when evidence shows the corrected SOP is understood and followed in practice. Trend repeat failures by process, document,...

60

Record final compliance status, unresolved critical SOP risks, affected processes, follow-up actions, next review date, auditor, process owner, reviewer, date, and management approval.

CRITICAL

SOP

FINAL STATUS | Enter

REVIEWER | Enter

APPROVAL | Enter

Execution tip: Close findings only when evidence shows the corrected SOP is understood and followed in practice. Trend repeat failures by process, document,...