

QUALITY CHECKLIST: STANDARD OPERATING PROCEDURE (SOP)	
Description of a Check	Tick (Yes/No)
FORMAT	
1. Format: Is the SOP reader-friendly with (a) sufficient margins, (b) gaps between different sections and paragraphs, (c) distinctive fonts for text and headings, and (d) overall neat formatting?	
TECHNICAL SUBSTANCE	
2. Level of details: Are the details included in the procedure optimum—neither too much nor insufficient?	
3. Structure: Is the structure used for organizing the procedural steps appropriate (simple/hierarchical/graphical/flowchart)?	
4. Sequence: Is the sequence of steps correct?	
5. Clarity: Is the information provided complete, clear, and accurate? Graphic or images or flow chart added where necessary?	
6. Safety precautions: Are these included in the right places in the procedure and sufficiently highlighted with appropriate symbols and formatting?	
QUALITY OF WRITING	
7. Short sentences: Are the sentences short and simple?	
8. Imperative sentences: Are the instructions written in imperative style?	
9. Specific sentences: Are the sentences specific with relevant numbers, data, units, dates, tag numbers, and so on?	
10. Concise: Unnecessary details and words deleted?	
11. Parallel phrasing: Is parallel phrasing used where applicable?	
12. Jargon and abbreviations: Are the key technical terms and abbreviations clearly defined?	
13. Title: Does the title reflect precisely what the procedure is all about?	

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14. Headings and subheadings: Are they informative, succinct, and action oriented (verb+ing)?	
15. Units: Are the measurement units written correctly following international convention (litre is L not l, 25 kg not 25kg, 7 °C not 7° C). ¹	
16. Readability: Overall, is the SOP easy to read and understand?	
17. Grammar & spelling check: No grammatical or spelling errors? ²	
REVIEW, TESTING AND COMPLIANCE	
18. Review: Have all relevant personnel (including actual users) reviewed the document?	
19. Field testing: Has the procedure been successfully tested in the field?	
20. Regulations: Does the SOP comply with applicable standards and regulations?	

¹ https://www.periodni.com/download/rules_and_style_conventions_for_writing_si_units.pdf

² Can use Grammarly or ChatGPT