Standard Operating Procedure for Measuring (procedure name)

(for study number or name)

(a study-specific SOP can be used for procedures that are not as commonly used. As an example, an SOP for measuring height is generic and most likely to be used frequently, and by other studies, so would not need to be study specific. To make it study specific it requires the study name or number in the title)

|  |  |  |
| --- | --- | --- |
| *SOP Number:*  | *Institute or centre name/child or adult or lab/V#/SOP###* | *Effective from:**dd-mm-yyyy* |
| *Version Number & Date:*  | *V#, dd-mm-yyyy* | *Review date:**dd-mm-yyyy* |
| *Previous version details*  | *V#, dd-mm-yyyy* |  |

|  |  |  |
| --- | --- | --- |
| **Author:** [name of individual who wrote the SOP]**Designation:** [Job title] | **Signature** | **Date** |
| **Expert Authorisation:**[study supervisor or principal investigator]**Job Role:** [Job title]**Contact Details:**  |  |  |

|  |
| --- |
| **Revisions** |
| Version Number | Date | Changes | Author, job title | Authorisation,Job title |
| V1 | *mm-yyyy* | first written | [SOP author’s name, job title] | [supervisor or PI’s name, job title] |
| V2 | *mm-yyyy* | Updated and extra section added  | Author of V2 | [supervisor or PI’s name, job title] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**1.1 BACKGROUND**

*This is a short section detailing what the measurement is, why it is used and what information it can give you.*

**1.2 PURPOSE**

*What is the purpose of the SOP?*

**1.3 SCOPE**

*Who does the SOP apply to? Which type or group of people will be using it?*

**1.4 RESPONSIBILITIES**

*Whose responsibility is it to use this SOP (e.g. the measurer) and who is responsible for making sure that the user follows it (e.g. Principal Investigator/lead researcher),*

**1.5 PROCEDURE**

*Here is where the procedure section will go. Describing how to perform the measurements, including figures and tables to improve clarity and reduce any risks of misinterpreting the text.*

**1.6 ABBREVIATIONS**

*Here would be an alphabetical list of abbreviations that may be contained anywhere in the SOP, for example:*

*SOP: Standard Operating Procedure*

**1.7 VERSION CONRTOL LOG**

*This is a table that should be included in the SOP and completed accordingly in order to keep track of the versions, copy holders and locations of SOPs.*

**1.8 USERS’ LOG**

*An up-to-date list of people reading the SOP in order to perform the procedure as part of a study.*

**1.9 REFERENCES**

*Contained in this section would be a list of references used to compile the SOP, for example, if you’ve used any information from any equipment manuals or from any websites, they would be listed here.*

**1.10 ASSOCIATED DOCUMENTS**

*For example, you might want to include here the name of an SOP associated with the measurement of adult height, such as ulna length.*

**1.11 APPENDICES**

**Version control log**

|  |  |
| --- | --- |
| **Title:** | SOP for measuring (procedure name) |
| **Version:** | *V#, dd-mm-yyyy* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Master/Copy** | **Location** | **Authorised by** | **Copy Authorised to** | **Copy Authorised Date** | **Archive date (if procedure no longer in use)** |
| Master e-version (Word doc) | *e.g. Electronic version - kept in folder “Study X/Quality Assurance/SOPs* | *QA or SOP manager’s name here plus their job title* | n.a. | n.a. |  |
| Master paper | *e.g. SOP folder in field workers’ room* | *QA or SOP manager’s name here plus their job title* | n.a. | n.a. |  |
| Printed copy | *e.g. On the wall next to weighing scales; model number 3321 in room ### or field site name or building name* | *QA or SOP manager’s name here plus their job title* | *Study X research team in room ###* | 25-Nov-10 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Current users’ log**

|  |  |
| --- | --- |
| **Title:** | SOP for measuring (procedure name) |
| **Version:** | *V#, dd-mm-yyyy* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Name (print)** | **Version number of SOP** | **SOP****Read and Understood****(Signature)** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |