

Go digital today!

Convert your paper checklists into digital forms

Scan this QR code to use this paper checklist on your smartphone or tablet or visit <https://safetyculture.com/>



Title Page

Process Name

SOP #

Department

Location



Conducted on



Prepared by

Purpose

[SAMPLE ONLY. You may customize this template based on your business requirements]

For the purpose of example, this manufacturing SOP is for (instant coffee manufacturing)

The purpose of this SOP is to ensure that the correct steps are taken to roast, freeze-dry, and process coffee beans to produce instant coffee.

Scope

The scope of a manufacturing SOP answers the following questions:

1. Where is the SOP to be used? e.g. area, process, department, stage? --- (roasting and packing of coffee)
 2. Who is the SOP for? e.g. operator, manager, QA --- (as a guide for operators, as compliance verification for managers)
 3. Are there any specific limitations or exceptions to this SOP? (This only applies to instant coffee manufacturing. There is a separate SOP for processing and packing fresh brew)
-

Procedures

Workers wear PPE/sanitary clothing before entering the production floor?

Yes No

Are vents activated prior to turning on industrial machines?

Yes No

Is the oven set at 200 degrees celsius for the initial roasting of coffee beans?

Yes No

Is the coffee freezing hall set to -50 degrees Celsius?

Yes No

Are workers putting on thermal clothing before entering the coffee freezing hall?

Yes No

Do workers spend less than 10 minutes at a time in the freezing hall?

Yes No

Is the low pressure vacuum set at 60 degrees Celsius?

Yes No

Do workers perform inspections during assembly line production? (Checking conformity to specs and for visual defects)

Yes No

Do workers perform final inspections before products are packed in boxes?

Yes No

Completion

Full Name and Signature of Employee



The templates available in our Public Library have been created by our customers and employees to help get you started using SafetyCulture's solutions. The templates are intended to be used as hypothetical examples only and should not be used as a substitute for professional advice. You should seek your own professional advice to determine if the use of a template is permissible in your workplace or jurisdiction. You should independently determine whether the template is suitable for your circumstances.