



QUALITY AND PRODUCTIVITY | QP-018

Standard Operating Procedures: Writing and Management

Contact

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Course content

Why Attend

Clear standard operating procedures reduce errors, support training and ensure consistent quality and compliance. Yet many SOPs are too long, out of date or ignored by the people who should use them.

This Aractech course teaches how to write usable SOPs: identifying procedure needs, involving users, structure and formats, plain language, visual work instructions, review and approval, version control, training and auditing compliance. Participants rewrite and create procedures for their own processes.

Course Methodology

- Writing workshops
- Procedure redesign exercises
- Peer review
- Case studies
- Templates

Course Objectives

- Identify where SOPs add value
- Structure procedures for clarity and usability
- Write in plain, precise language
- Use visuals, flowcharts and checklists
- Manage review, approval and version control
- Train users and audit procedure compliance

Target Audience

- Quality and compliance professionals
- Operations supervisors

Course content

- Process owners
- Technical writers

Course outline

Detailed course outline

Day-by-day outline for Standard Operating Procedures: Writing and Management.

Day 1 - Why SOPs Matter

- 09:00-09:39 | Purpose of procedures
- 09:39-10:18 | Document hierarchy
- 10:18-10:57 | Common problems
- 10:57-11:00 | Regulatory expectations
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Regulatory expectations (continued)
- 12:05-12:43 | Users' needs
- 12:43-14:00 | Exercise: SOP review

Day 2 - Structuring Procedures

- 09:00-09:39 | Procedure formats
- 09:39-10:18 | Scope and responsibilities
- 10:18-10:57 | Step sequencing
- 10:57-11:00 | Decision points
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Decision points (continued)
- 12:05-12:43 | Templates
- 12:43-14:00 | Workshop: Procedure outline

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Day 3 - Writing Clearly

- 09:00-09:39 | Plain language
- 09:39-10:18 | Action verbs
- 10:18-10:57 | Warnings and cautions
- 10:57-11:00 | Visual work instructions
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Visual work instructions (continued)
- 12:05-12:43 | Checklists
- 12:43-14:00 | Exercise: Rewriting a procedure

Day 4 - Document Control

- 09:00-09:39 | Review and approval
- 09:39-10:18 | Version control
- 10:18-10:57 | Distribution
- 10:57-11:00 | Electronic systems
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Electronic systems (continued)
- 12:05-12:43 | Archiving
- 12:43-14:00 | Case study: Document control failure

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Day 5 - Training and Compliance

- 09:00-09:45 | Training on procedures
- 09:45-10:30 | Competence verification
- 10:30-11:00 | Auditing compliance
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Auditing compliance (continued)
- 11:45-12:30 | Continuous update
- 12:30-13:15 | Feedback loops
- 13:15-14:00 | Capstone: New SOP

Seminar dates

Available seminar dates

Live dates and pricing for Standard Operating Procedures: Writing and Management generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	London	Classroom	€2,315
7 - 11 December 2026	Istanbul	Classroom	€1,978
11 - 15 January 2027	Kuala lumpur	Classroom	€1,925
8 - 12 February 2027	Barcelona	Classroom	€2,815
8 - 12 March 2027	London	Classroom	€2,315
12 - 16 April 2027	Cape Town	Classroom	€1,625
10 - 14 May 2027	Amsterdam	Classroom	€2,830
14 - 18 June 2027	Geneva	Classroom	€4,315
12 - 16 July 2027	Istanbul	Classroom	€1,978
9 - 13 August 2027	Kuala lumpur	Classroom	€1,925

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16 - 20 November 2026	Online / Live	Online / Live	€1,815
7 - 11 December 2026	Online / Live	Online / Live	€1,815
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