STANDARD OPERATING PROCEDURES (SOPS) REGISTER

Include: Standard Operating Procedures, and any other procedures that have a bearing on the administration activities of the company. SOPs are training procedures for dealing with machinery, equipment, chemical use, office use, etc.

Enter these into the Documents module in HASMATE. Each SOP should also be set up in the Training module for each employee to undertake.

SOP/Module Name	Description	Comments (filepath for document, when is it used, document type, etc)

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