**SOP Template Creator:**

**Build Step-by-Step Standard Operating Procedures for Any C-Store Task**

*A ready-to-use template managers and content creators can fill out, adapt, and share to raise standards, boost training results, and demonstrate operational expertise.*

**Standard Operating Procedure (SOP) Template**

**SOP Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Store/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Last Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Purpose**

*Describe the goal of this procedure (e.g., ensure safe and consistent store opening each day).*

**2. Scope**

*Where and to whom this SOP applies (e.g., all opening shift employees at Main Street location).*

**3. Responsibilities**

*Who completes each part of this SOP (e.g., opening manager, cashier, stocker).*

**4. Required Materials & Equipment**

**5. Safety Considerations**

* PPE required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Hazardous steps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Emergency contacts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Step-by-Step Procedure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step # | Action | Responsible Party | Time Estimate | Quality Check/Notes |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

**7. Visual Aids (Photos/Diagrams)**

*Insert image or diagram here, or provide file path/QR code to reference material.*

* Photo attached
* Diagram attached

**8. Troubleshooting/Common Issues**

|  |  |
| --- | --- |
| Problem | Solution/Who to Contact |
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**9. Revision & Feedback Log**

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| --- | --- | --- | --- |
| Date | Change Made | By Whom | Reason/Feedback |
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**10. Acknowledgment of Review**

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| --- | --- | --- |
| Employee Name | Date Reviewed | Signature |
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