

## Procedure for Writing SOP's

A Standard Operating Procedure (SOP) is a document dictating a set of explicit instructions to successfully accomplish a specific goal. SOPs are intended to be followed without deviation, and provide all the required details and decision branches required to perform a given procedure.

SOPs provide for the uniform accomplishment of a task, ensuring that every person who performs the task does it the same every time it is performed. SOPs are used to supply instructions for performing recurring activities and reacting expected events.

SOPs ensure consistent performance of a task. SOPs may be followed with a minimal amount of expertise, knowledge or training. SOPs can be used to measure consistent employee performance and can be used where ever a regular routine exists.

SOP's are to be written using the pre-set format in the template on the shared drive, and numbered according to the convention set out below. SOP's must cover:

- The purpose of the document
- Any hazards/risks associated with the activity or item
- Hazard and risk controls
- Equipment checklist
- Point by point rundown of the correct operation of the item or the activity
- Maintenance requirements
- Numbering will start with e.g. VY- then a number to correspond to the group
  1. Machinery Pellenc
  2. Machinery Other
  3. Workshop etc

Then it will have another number for the SOP, e.g.: VY-101 (would be the Pellenc MAV unit)

When the SOP has been written it should be passed to the relevant Manager for approval. They will then pass it on to the SOP Administrator who will distribute it to the required Managers and employees for feedback.

The SOP will then be passed to the HR Manager and/or a Senior Manager within the operational area for final approval. Once the SOP has final approval, it will be saved in the relevant operational SOP file on the shared drive. From this point old copies will be archived and with only the current SOP to be used.

All SOP's will be dated with a name, version number, last review date, next review date and authorised persons visible.

It is then each Managers' responsibility to ensure that the new or updated SOP is trained and implement with relevant team members. Record of this training must be recorded in the training matrix for the relevant area e.g. vineyard/winery/hospitality etc.

SOP's will be reviewed at least annually by the Manager and/or designated authority, or upon a near miss, accident or serious harm accident taking place.