

SOP

Meaning: SOP (Standard Operating Procedure) refers to a set of established guidelines or instructions designed to ensure uniformity and efficiency in processes within an organization.

1. The company implemented a new SOP to streamline the onboarding process for new employees.
2. Every department is required to follow the SOP to ensure consistency in product quality.
3. During the audit, we discovered that several teams were not adhering to the established SOP.
4. The training session focused on how to effectively write and revise an SOP for better clarity.
5. To minimize errors, the technicians referred to the SOP before beginning the maintenance procedure.
6. The company updated its SOP to reflect the latest safety regulations.
7. Following the SOP ensures that all team members perform their tasks consistently.
8. He reviewed the SOP to understand the proper procedures for handling customer complaints.
9. The training session focused on familiarizing employees with the new SOP guidelines.
10. Adhering to the SOP helped the project stay on schedule and within budget.

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