How to Write, Verify, and Validate SOPs

**PLAN:**

<table>
<thead>
<tr>
<th>SOP Evaluation:</th>
<th>SOP Validation:</th>
<th>SOP Verification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand the language</td>
<td>Are the behaviors matching the author’s intent?</td>
<td>Can the individual list the steps of the SOP?</td>
</tr>
<tr>
<td>Understand the terminology</td>
<td>Do the behaviors lead to consistent outcomes</td>
<td>Can the individual demonstrate the steps?</td>
</tr>
<tr>
<td>Physically Possible?</td>
<td></td>
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</tbody>
</table>

**BEHAVIOR:**

What is needed to **sustain the behavior**?

- Understand the risk (perceived risk versus real risk)
- Understand the benefit of following the SOP
- Resources in place to follow the SOP
- Skills to follow the SOP

**Training Steps:**

1. **EXPLAIN**
2. **DEMONSTRATE**
3. **OBSERVE**
4. **VERIFY**
5. **CORRECT**