

## How to Write, Verify, and Validate SOPs



### PLAN:

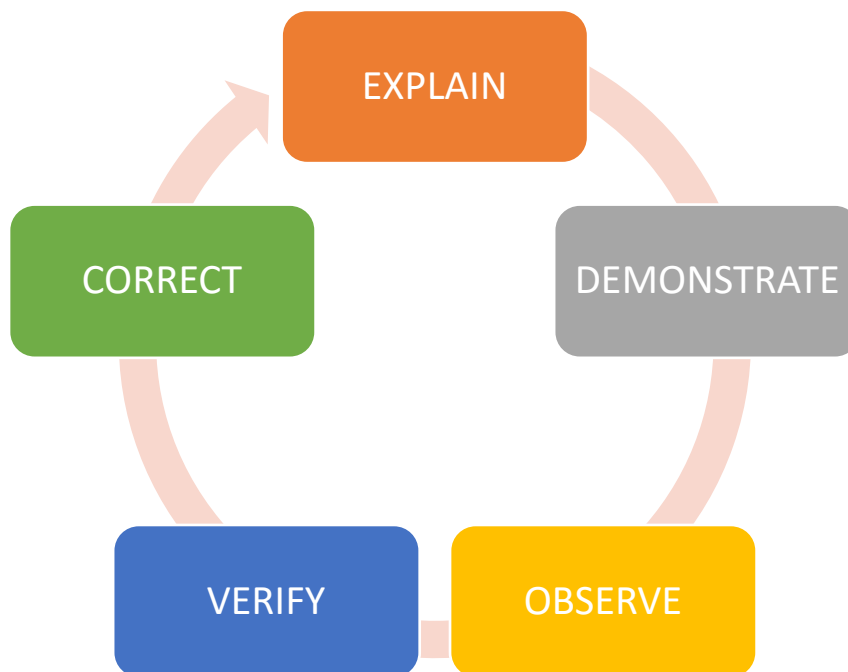
| SOP Evaluation:   | SOP Validation:  | SOP Verification:  |
|---|--|--|
| Understand the language<br>Understand the terminology<br>Physically Possible? | Are the behaviors matching the author's intent?<br>Do the behaviors lead to consistent outcomes among different individuals? | Can the individual list the steps of the SOP (without reading the SOP)?<br>Can the individual demonstrate the steps (without reading the SOP)? |

### 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:



# Behavior Life Cycle

