

Standard Operating Procedure (SOP) on How to Prepare a SOP

Department of Medical Education

Faculty of Medicine

UWUSL

Standard Operating Procedure (SOP) on How to Prepare a SOP

(1) Title

Preparation of Standard Operating Procedures (SOPs)

(2) Issued By

Department of Medical Education, Faculty of Medicine, Uva Wellassa University of Sri Lanka

(3) Purpose & Scope

To establish a standardized method for preparing, formatting, reviewing, approving, revising, and maintaining Standard Operating Procedures (SOPs) within the Faculty of Medicine, Uva Wellassa University. This SOP ensures consistency, clarity, professionalism, and compliance with quality management requirements.

This SOP applies to all academic departments, laboratories, administrative units, clinical skills laboratories, research units, and support services within the Faculty of Medicine.

(4) Preparation of SOP

(4.1) General Writing Guidelines

The SOP shall:

- (4.1.1) be written in clear and simple English.
- (4.1.2) use active voice.
- (4.1.3) avoid unnecessary abbreviations.
- (4.1.4) use consistent terminology.
- (4.1.5) avoid ambiguity.
- (4.1.6) avoid personal opinions.
- (4.1.7) The SOP should be written in UK English.
- (4.1.8) avoid first-person language (I, We, Our).

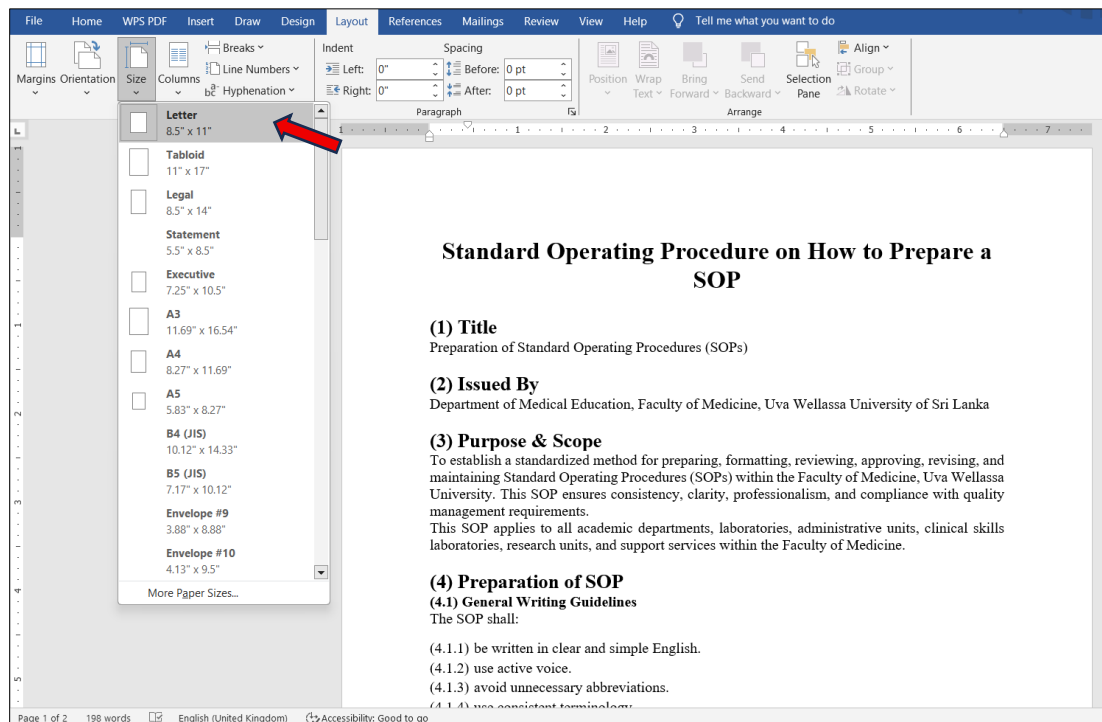
Example: Correct: The sample shall be stored at 4°C.

 Incorrect: We keep the sample in the refrigerator

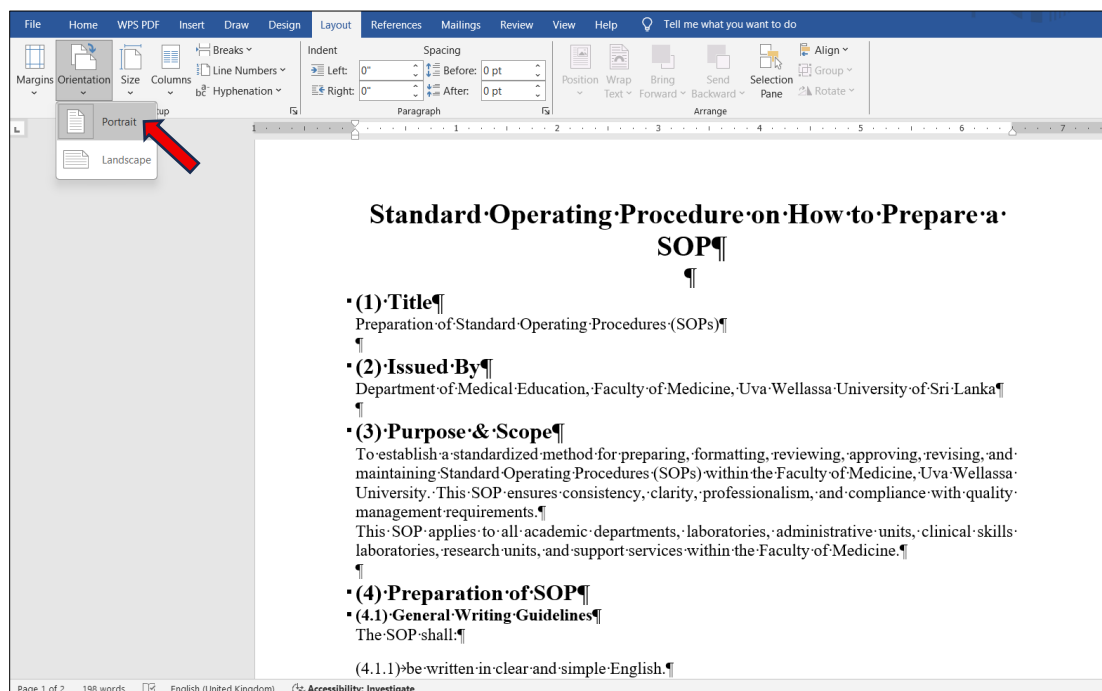
(4.2) SOP Formatting Standards

(4.2.1) Page Setup

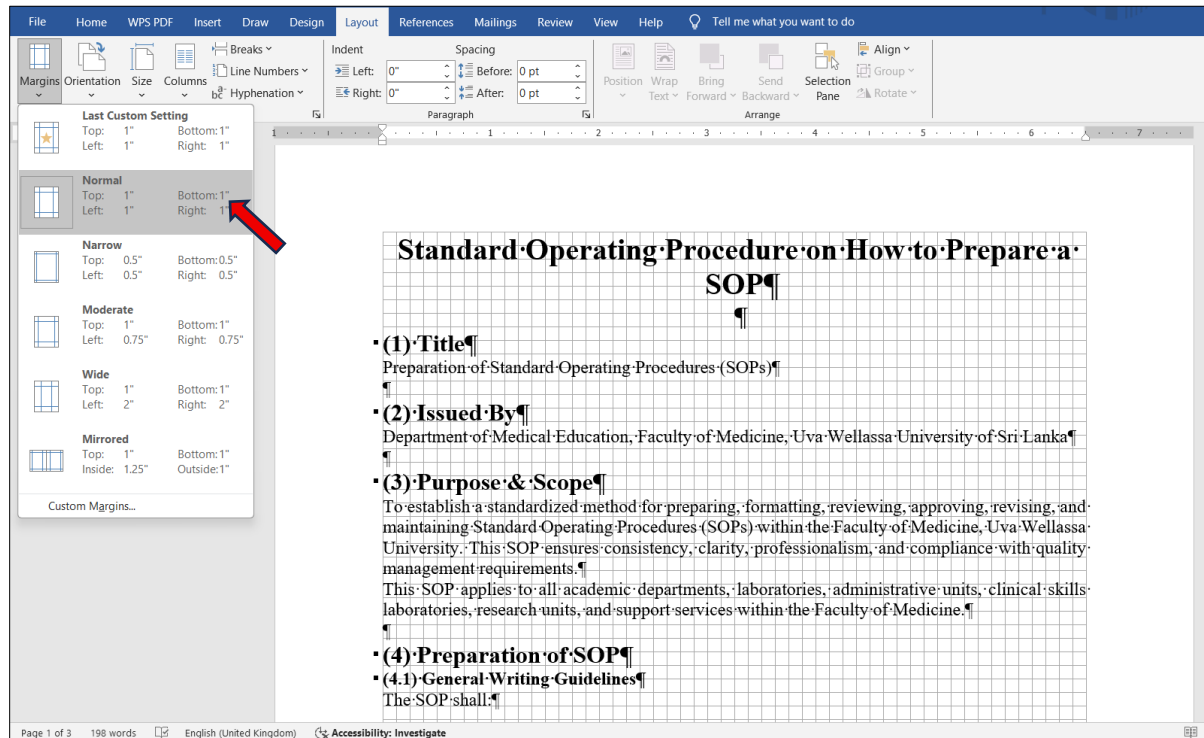
(4.2.1.1) Page Size : Layout > Size > Letter



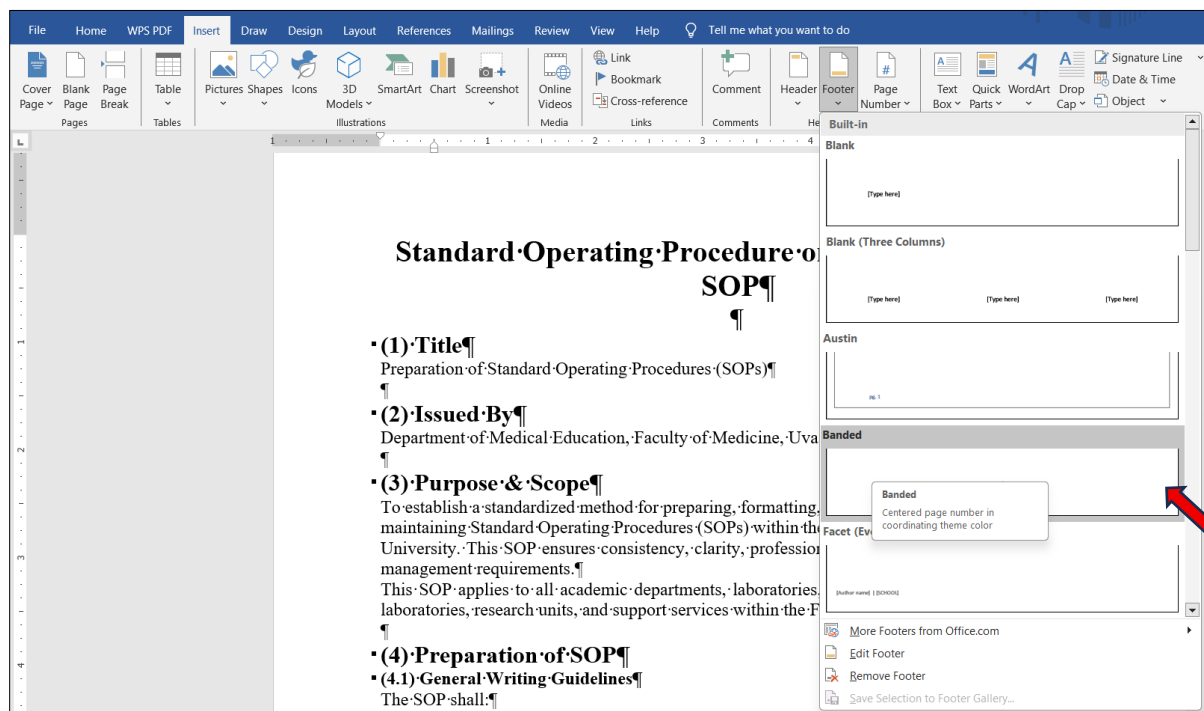
(4.2.1.2) Orientation : Layout > Orientation > Portrait



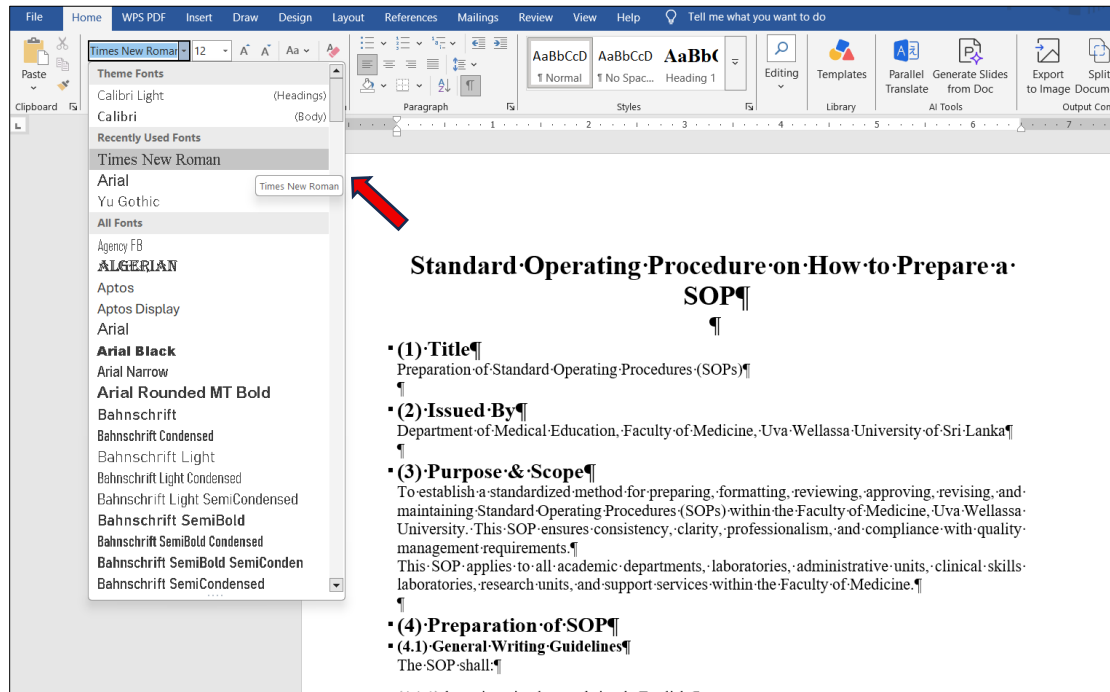
(4.2.1.3) Margins : Layout > Margins > Normal



(4.2.1.4) Footer : Insert > Footer > Banded

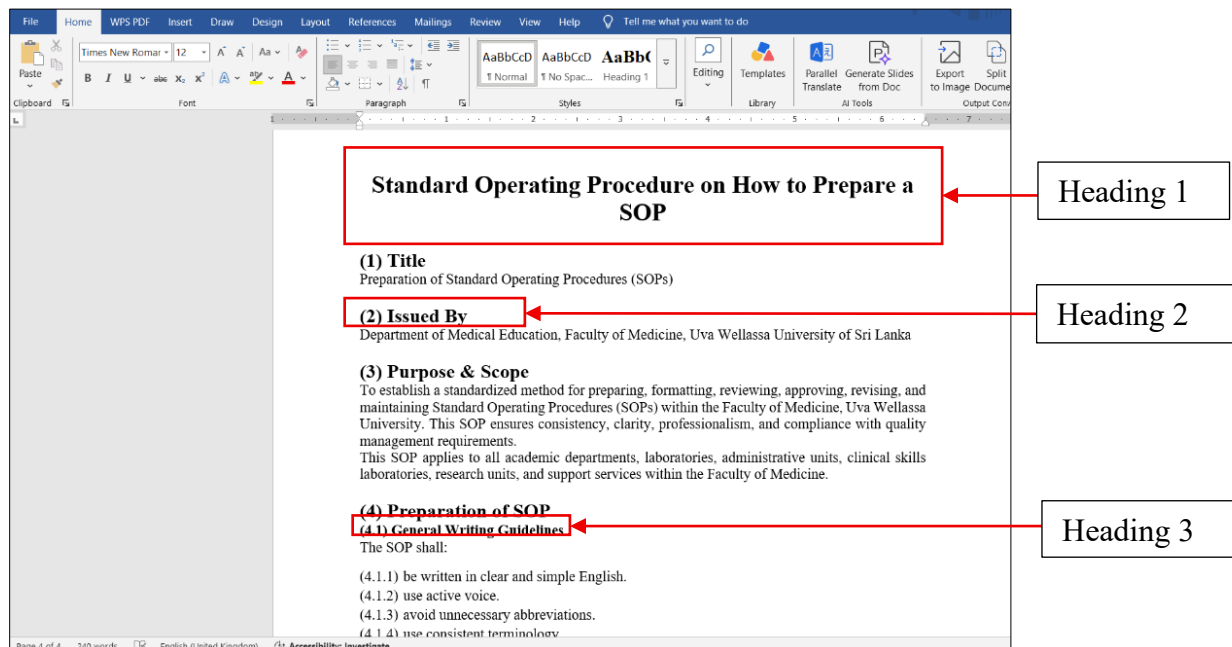


(4.2.2) Font : Times New Roman



(4.2.3) Font Size

	Font Size	Bold	Alignment
(4.2.3.1) Heading 1	20	Yes	Centre
(4.2.3.2) Heading 2	16	Yes	Left Align
(4.2.3.3) Heading 3	14/12	Yes	Left Align



File Home WPS PDF Insert Draw Design Layout References Mailings Review View Help Header & Footer Tell me what you want to do

Header Footer Page Number Date & Time Document Info Quick Parts Pictures Online Pictures Go to Header Footer Previous Next Link to Previous Navigation Options Position Close Header and Footer Close

(4.1.1) be written in clear and simple English.
(4.1.2) use active voice.
(4.1.3) avoid unnecessary abbreviations.
(4.1.4) use consistent terminology.
(4.1.5) avoid ambiguity.
(4.1.6) include enough detail for a trained staff member to perform the task.
(4.1.7) avoid personal opinions.
(4.1.8) avoid first-person language (I, We, Our).
Example: → Correct: The sample shall be stored at 4°C.
Incorrect: We keep the sample in the refrigerator.

Page Break

Footer

Times New Roma 12 B I U A Styles New Comment

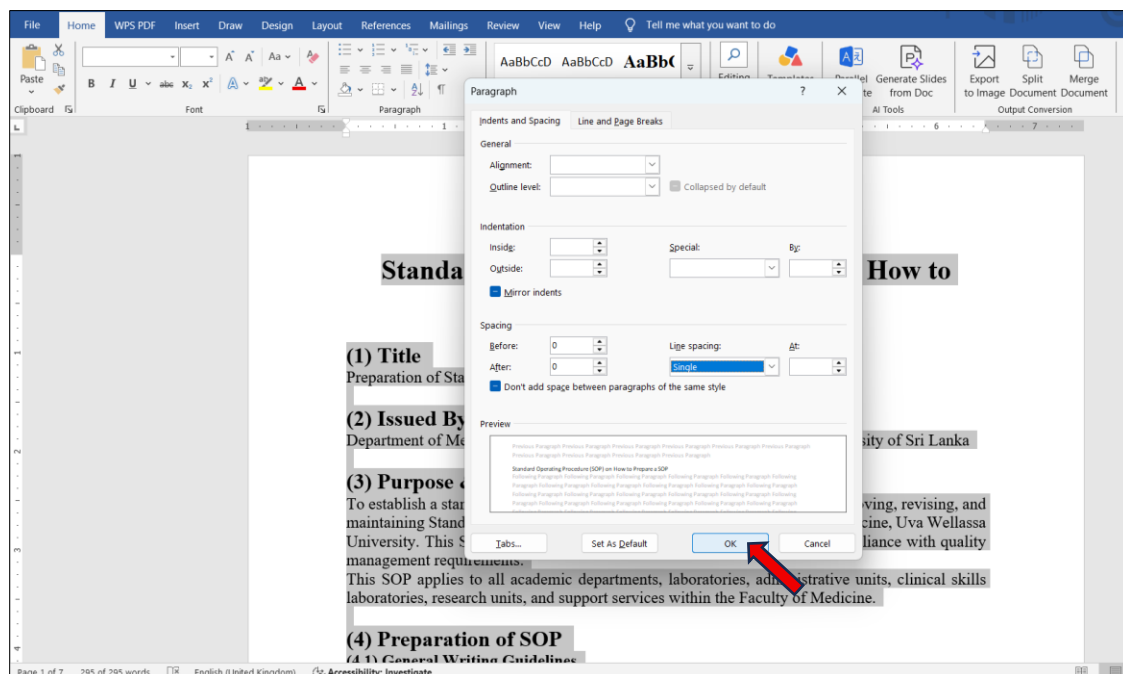
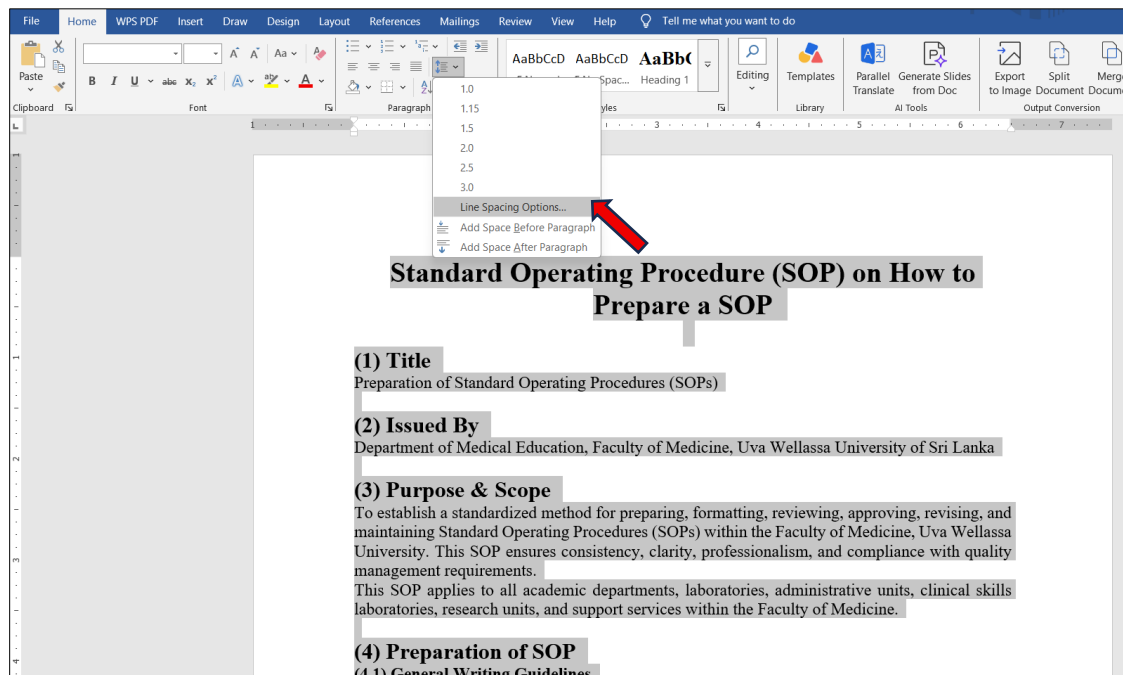
Footer

(4.2.4) Line Spacing & Paragraph Spacing

Headings shall be followed immediately by the corresponding text without an intervening blank line. A single blank line shall be inserted between the end of a section's content and the subsequent heading

Select entire text – Ctrl+A

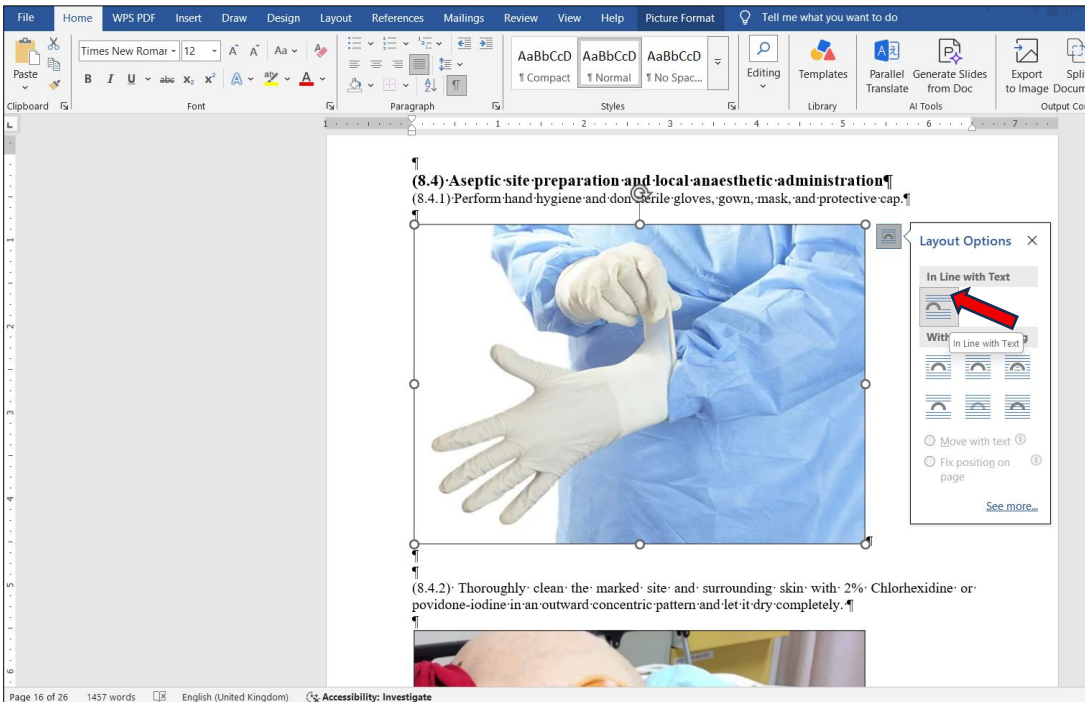
Home > Paragraph > Line and paragraph Spacing > Line Spacing Options > Indent & Spacing > Spacing > Before – 0 > After – 0 > Line spacing – Single > OK



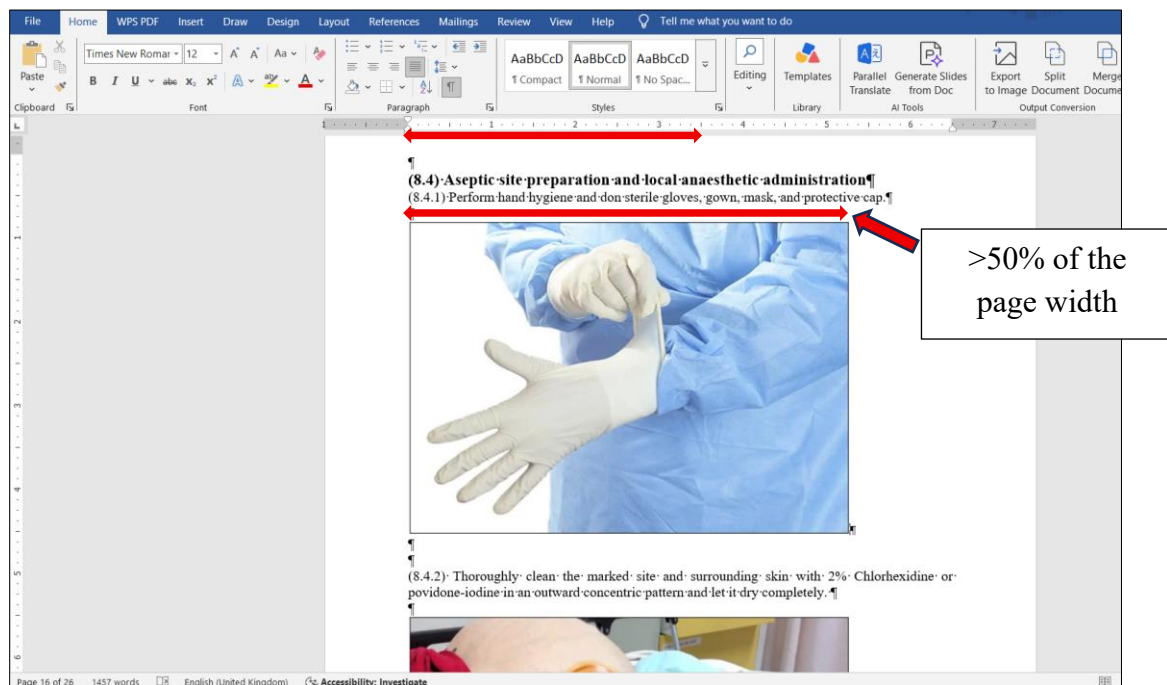
(4.2.5) Image Insertion and Formatting Guidelines

(4.2.5.1) Image Alignment: Insert all images using the In line with Text layout.

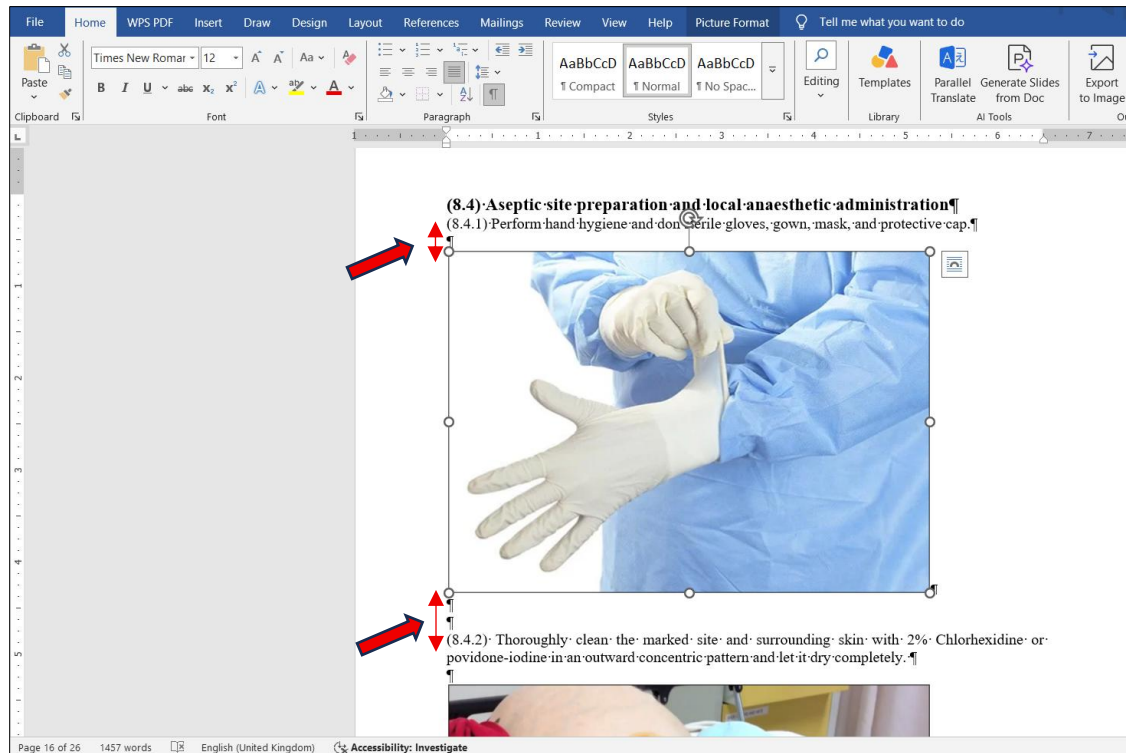
Select the picture > Picture Format > Layout Options > In Line with Text



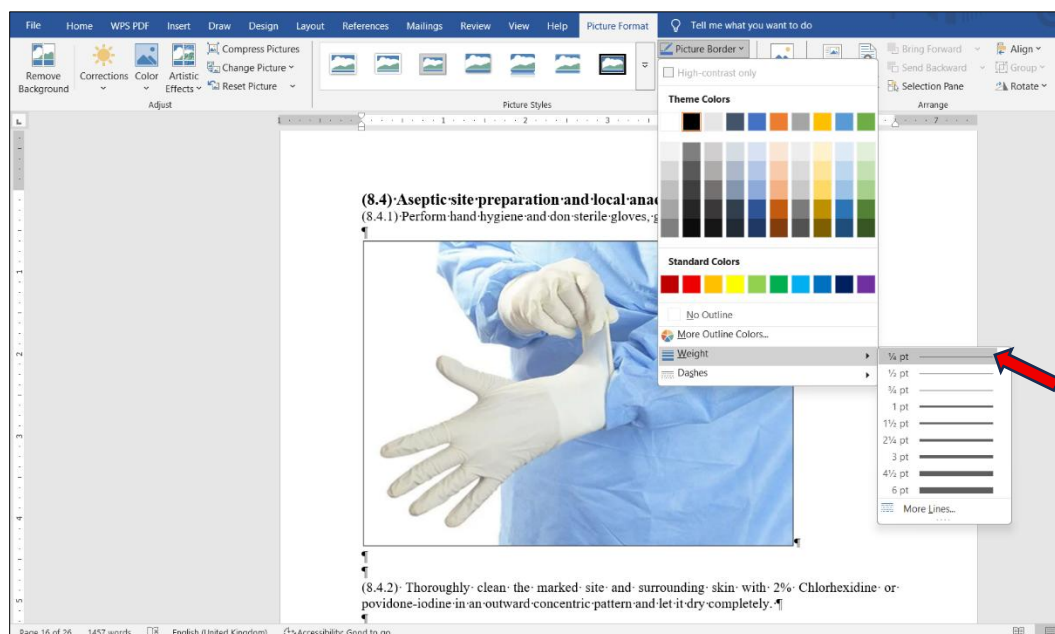
(4.2.5.2) Image Size: Images shall occupy more than 50% of the page width (horizontal ruler).



- (4.2.5.3) Spacing Above Image: Leave one blank line between the preceding text and the image.
- (4.2.5.4) Spacing Below Image: Leave two blank lines between the image and the following content.



- (4.2.5.5) Image Border: Apply a 1/4 pt (0.25 pt) solid border to every image.



(4.2.6) Numbering Format

(4.2.6.1) Use automatic numbering system

(4.2.6.2) Use the automatic multilevel numbering feature for all headings, subheadings, and related content throughout the SOP.

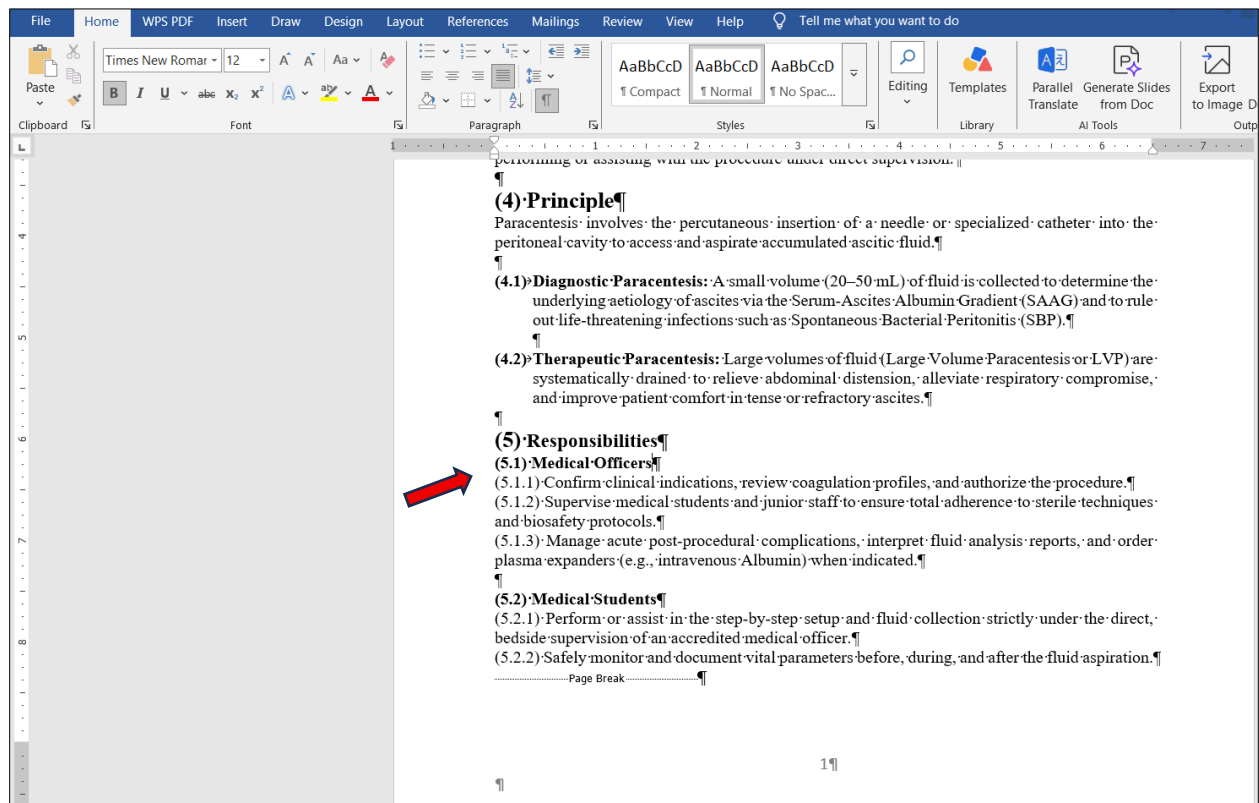
(4.2.6.3) Manual numbering shall not be used.

(4.2.6.4) Apply the numbering hierarchy with all numbers enclosed in brackets, as follows:

Level 1: (1), (2), (3), ...

Level 2: (1.1), (1.2), (1.3), ...

Level 3: (1.1.1), (1.1.2), (1.1.3), ...

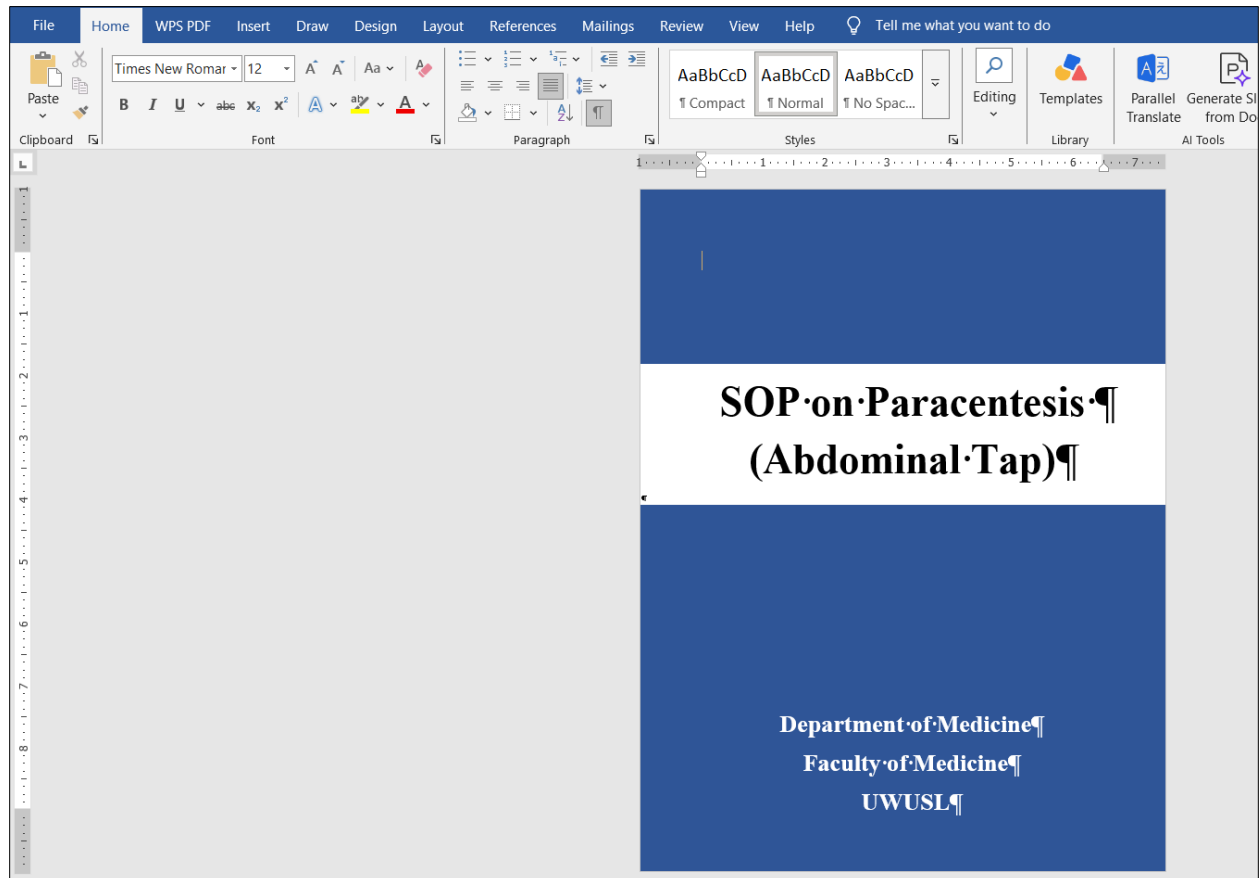


(4.2.6) SOP Cover Page Format

Every SOP shall include a cover page.

The cover page shall meet the following requirements:

- (4.2.6.1) The background colour shall correspond to the designated colour of the issuing department.
- (4.2.6.2) The SOP title shall be centred in the middle of the page. Use an appropriate font size.
- (4.2.6.3) The name of the issuing department shall be displayed below the SOP title.



(5) Prepared By

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