

SOP Data Gathering Questions:

1. What is the purpose of the procedure to be written?
2. What background information do personnel need to know in order to successfully and safely perform this procedure?
3. Where is the procedure performed?
4. Where are equipment, supplies, specialized tools, personal protective equipment, information or other resources that are needed to perform this procedure stored?
5. What hazards may be present in the work area during the performance of this procedure?
6. What safe work practices, procedures and personal protective equipment must be employed to maintain personnel and plant safety before, during and after this procedure is performed?
7. What are the potential environmental impacts that could occur as a result of performing this procedure? What precautions must be taken to minimize and/or eliminate the potential for adverse environmental impacts?
8. What equipment, tools and other resources will be required to successfully and safely perform the procedure? (Typically standard hand tools used by trades people are not listed here.)
9. What resource documents and reference materials may provide useful information to assist with the performance and safety of the procedure? This includes operation and maintenance (O&M) manuals, plant operations manual contents related to the procedure, related standard operating procedures (SOP), contingency response plans (CRP) and emergency response plans (ERP), material safety data sheets (MSDS), forms, checklists, process and instrumentation diagrams (P&ID), etc.
10. Which personnel will participate or play a role in the procedure? What are their general duties and responsibilities during the performance of the procedure?
11. What specialized training and certifications must personnel have before they are allowed to perform the procedure? (e.g. SCBA, LOTO, etc)
12. What preparations must be complete before the procedure can be initiated? (e.g. draining a tank before beginning disinfection procedure)

13. What are the steps required to complete the procedure?
 - a. Identify the personnel performing each step
 - b. Each step must be a separate, numbered action statement
 - c. Identify and include all safe work practices and use of PPE
 - d. Indicate where each series of steps is performed

14. Does this procedure require a simplified checklist that can be used in the field, or for quick reference? If so, what are the key steps that must be included in the checklist?

15. What photographs, diagrams, screenshots and other graphics would be useful in this document?

16. Who is the most appropriate person to verify the contents of this document are correct?

17. Who is the most appropriate person to validate the contents of this document are acceptable and in compliance with management's policies?