

## SCHOOL OF HEALTH

# Standard Operating Procedure

## Guidelines for preparing Standard Operating Procedures (SOPs)

**PC-SOP-GA-001-v07**Revision History

Version	Reason for Revision	Date
07	Changed SOP authorization and revised the order of sections for better flow.	July/25/2025

### 1. Overview

#### 1.1 Purpose

The intent is to have a simple documentation system that ensures a safe and effective working environment for the School of Health (SoH), housed in the PC building, This is a shared facility with vastly different research areas, capabilities and modes of operation.

The content of this standard operating procedure (SOP) provides guidelines for: preparing, reviewing and approving SOPs.

#### 1.2 Scope

- SOP preparation and approval process
- Procedure for numbering SOPs
- Guidelines for writing SOPs
- Description of maintenance procedures for SOPs

This SOP will cover the overall practice and definitions for guidance documentation at the School of Health which includes the authorship, reviewing and approval process.

#### 1.3 Responsibility

- Staff: Will be composing SOPs, based on the training they receive and the guidance of this document

## SCHOOL OF HEALTH

- The Associate Dean, Research & Infrastructure: Ensures that this SOP is adhered to in all SoH SOPS.

## 2. Definition of Terms and Abbreviations

BookR	Term referring to the booking system for the SoH.
Standard Operating Procedure (SOP)	An operating document that clearly documents a process to be followed.
Project Lead	Principle Investigator (PI; faculty) responsible for all aspects of a given project being carried out within the PC building
User	Person who is using space or equipment in the PC building that has received adequate technical and safety training.

## 3. SOP Preparation and Workflow

General conditions for working in the PC building are governed by a building-wide SOP and will be referenced in the SOP for General Administration.

All activities in the PC building should operate according to the policies of Concordia University, and the language in SoH documents should be consistent with these policies.

Table 1 provides an overview of the SOP preparation and workflow.

Document Type	Content	Review period	Sign off
SOP ▼ Core Area	<ul style="list-style-type: none"> <li>• Area health and safety</li> <li>• Proper conduct/local practices</li> <li>• Training needs</li> </ul>	Max 3 years or as needed	Author Reviewer Associate Dean, Research & Infrastructure

Table 1: SOP preparation and approval process

**SCHOOL OF HEALTH*****3.1 SOP Numbering***

SOP numbering will comply with the following format of 5 sub-units:

PC-SOP-GA-001-v01

- The first sub-unit (PC) identifies the building location
- The second sub-unit (SOP) identifies type of document as being a Standard Operating Procedure
- The third sub-unit (GA) refers to the abbreviated Platform or area in which the SOP will be in effect.
- The fourth sub-unit (001) refers to the chronological order of the SOP starting with 001 and advancing chronologically with each new SOP issued. The fourth sub-unit will be allocated by the Lead, Research Operations/relevant staff person.
- The last sub-unit (v01) is the version control number.
- Each sub-unit is separated by a dash line.

The abbreviated names for each department are as follows:

<b>GA:</b> General Administration	<b>AT:</b> Athletic Therapy
<b>CA:</b> Clinical Analysis Suite	<b>CF:</b> Conditioning Floor
<b>CP:</b> Cardio-Pulmonary Suite	<b>FA:</b> Functional Assessment
<b>IM:</b> Imaging Suite	<b>NS:</b> Nutrition Suite
<b>PS:</b> Physiological Suite	<b>SL:</b> Sleep Laboratories

***3.2 Writing format for new or revised SOPs***

All new SOPs should be created using the SoH SOP template:

- Where applicable, all SOPs will be written in the imperative or conditional present. This means that sentences will be constructed as commands (imperative) or will be declarative conditional phrases using “will”, or “shall”.

***3.3 Sections for SOPs*****1. Header**

Contained in the header are:

- On the left side: Concordia University School of Health logo
- On the right side: The SOP reference number

## SCHOOL OF HEALTH

### 2. Footer

Contained in the footer are:

- On the left side: the SOP reference number (same as in the header)
- The following statement in the center: "Printed copies are not controlled"
- On the right side: page number with both current and total page numbering (do not include the sign off page)

### 3. First page

The first page includes the following information:

- **Document type** (ie: SOP)
- **SOP title**
- **SOP number**
- **Revision history:** This should be presented as a table containing the latest version number, reasons for revision with a brief description of the changes made, and the date that the SOP was signed off and put into effect.

### 4. Overview

Sections included in the overview may include:

- **Purpose;** Provide a short paragraph for the reader to be able to quickly assess the content of the SOP. Specify the objectives of the SOP.
- **Scope;** where applicable identify what the SOP refers to and/or doesn't in case there could be some confusion.
- **Responsibility;** describe in detail the responsibilities of the project leads, users and staff.

### 5. Definitions of terms and abbreviations

The terms used in the SOP must be clearly defined, especially when using words that can be open to interpretation. Avoid repeating definitions outlined in other relevant SOPs.

### 6. Training

Training requirements can be described as well as the supervisory structure and responsibilities.

### 7. SOP Content

The organization and material that is contained in the SOP content section is left to the author's best judgment. However, some items should be discussed, such as:

## SCHOOL OF HEALTH

- Cascading numbering system should be used (e.g., 1.1.2)
- Forms pertaining to the procedure (referred to in the text of the SOP) should be referenced and/or contain links when possible.

### ***3.4 SOP Responsibility and Approval Process***

In order for an SOP to take effect, it must meet approval from the following individuals:

- Author
- Reviewer
- Associate Dean, Research & Infrastructure

The author, is responsible for gathering all the pertinent information and preparing the SOP in a clear and concise manner, keeping in mind that the reader may have no prior knowledge of the practices at Concordia. The SOP should be a guide for the reader and cross reference other relevant documents or materials.

The author(s) is(are) also responsible for determining the appropriate reviewer(s) for an SOP and for taking the SOP through the approval workflow.

The reviewer, should be selected as a subject matter expert and be familiar with Concordia University practices. Their role is to ensure that the content is accurate to the best of their knowledge.

The Associate Dean, Research & Infrastructure ensures that the SOP is in line with the University's policies and that it is compatible with other SOPs administered by the School of Health.

Once an SOP is in effect, it is the responsibility of the appropriate SoH staff, project leads and users to review and adhere to the SOP.

### ***3.5 Dissemination and Archiving SOPs***

Once an SOP is written and reviewed it is passed on to the Lead, Research Operations for numbering. The Lead, Research Operations maintains a record for all SOPs written.

The SOP will be made available to users online as a controlled PDF document. This version will not include the authorization page.

Staff need to ensure that SOPs related to their lab or area are being followed, and that new lab or area SOPs are prepared as required.

**SCHOOL OF HEALTH**

All SOPs will be reviewed at least once every three (3) years to ensure that SOPs are updated.

If an SOP is no longer valid it will be taken offline and archived. The SOP number will not be used again.

**Note: SOP Templates are made available on the BookR at:**  
<https://schoolofhealth.concordia.ca/BookR/reference.asp>