SOP-1

How to use a SOP (Standard Operating Procedure)

▶ VideoSOP

To be used together with these written SOPs:

'Introduction to Video SOPs' video. Tap here to play



'Personal Protective Equipment (PPE)' video. Tap here to play



The unique SOP reference number and the SOP title. For each SOP the code and colour of the banner will relate to the specific area as follows -

Blue - Code = B0000 - Bar & Customer Areas

Yellow - Code = K0000 - Kitchen

Green - Code = C0000 - Cellar

Red - Code = OF0000 - Office and Back of House

Cloth

Which colour coded cloth must be used for the task.

Which Personal Protective Equipment must be worn when completing the task.

Chemicals

Which chemicals are required to complete the task.

Reference

Which manuals and documents are relevant to the task. These will provide further information for each SOP.

Equipment

Which equipment is required to complete the task. All equipment must be clean and in good condition.

VideoSOP

Link to the video SOP which supports the written SOP.

Each SOP is broken down into a series of steps. All steps must be adhered to when completing

the SOP.

Photography

Photographs are included to help illustrate the practical aspect of the task or show a key feature of the Step. The photographs are a guide only.

Version

This is the version number of the SOP, the date of issue and the business owner. The business owner will be responsible for any future updates to the SOP.

This alert symbol indicates important points to note when completing the SOP. These must be read and actioned.

Private and confidential

The SOP is a JDW private and confidential document. This information must not be disclosed to any external party other than an enforcement officer requesting information relating to an inspection at your pub.

