# RATE WHERE YOU ARE WITH SOPS?

1. Does your organization have SOPs?

| Yes for every process | We have a few | Don't know if we have any |
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2. Do you know where SOPs are located?

| Know where both paper and electron versions are | Know where electronic versions are | Know where SOP manual is kept | Have no idea where SOPs are |
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3. Do you have a list of SOPs and know what other SOPs need to be developed?

| We have a list of current SOPs and priorities to develop | We have a list of SOPs | Don't know |
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4. Who's responsible to write and review SOPs?

| Everyone | A small group | The manager | Don't know |
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5. SOPs are updated

| Annually | Every 3-5 years | When time allows | Never |
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6. How often do you look at SOP?

| Often | Only when doing a new task | Never |
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7. Are SOPs used for training?

| Train and test on SOPs | Routinely use SOPs in training | Mention SOPs in training | Don't use SOPs |
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