

Standard Operating Procedure Builder

Turn recurring work into a usable procedure with triggers, inputs, roles, steps, controls, exceptions, evidence, measures, and change ownership.

FREE PDF RESOURCE	Free to view, download, print, and use internally as a general guide.
PUBLIC FORMAT	Watermarked public edition. Editing, assembly, and extraction are disabled in compliant PDF readers.
REUSABLE WORD VERSION	Available when this resource relates to a paid RiskWise engagement.

What this free resource includes

01 Purpose and trigger

02 Inputs and roles

03 Procedure steps

04 Controls and exceptions

05 Evidence and improvement

Use the working pages to collect facts, owners, evidence, and dates. Review tax, legal, security, licensing, employment, insurance, or regulatory decisions with the qualified professional appropriate to your facts.

Work through Standard Operating Procedure Builder

Record what is known, identify the source, assign an owner, and make missing information visible.

Purpose and trigger

Purpose / facts / owner / evidence / date:

Inputs and roles

Purpose / facts / owner / evidence / date:

Procedure steps

Purpose / facts / owner / evidence / date:

Finish the record and confirm the next step

Complete the remaining sections, then identify what needs review, approval, secure delivery, implementation, or follow-up.

Controls and exceptions

Purpose / facts / owner / evidence / date:

Evidence and improvement

Purpose / facts / owner / evidence / date:

Choose the support you need

FREE PDF	Free	Use this public edition as an internal reference or printed working guide.
REUSABLE WORD TEMPLATE	Included	An editable Word version is available when it supports a related paid engagement.
CUSTOM WORK	Scoped	RiskWise can adapt, review, implement, document, or hand off the resource for your business.

Discuss a paid engagement

Call 702-421-1111 or email sales@ezypz.com and mention: Standard Operating Procedure Builder

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