



## STANDARD OPERATING PROCEDURE

# [Procedure Title]

Document No:	[ISH/SOP/XXX]	Version:	[1.0]
Company:	Isigcawu Somnotho Holdings (Pty) Ltd	Industry:	Construction & Infrastructure
Department:	[Department]	Effective Date:	[DD/MM/YYYY]
Prepared By:	[Name]	Approved By:	Ronald Radebe
Review Date:	[DD/MM/YYYY]	Classification:	[Internal/Confidential]
Location:	Kuruman, Northern Cape	Status:	[Draft/Approved]

## 1. Purpose

[State the purpose of this procedure and what it aims to achieve.]

## 2. Scope

[Define the scope, applicability, and boundaries of this procedure.]

## 3. Definitions

[List key terms, abbreviations, and their definitions used in this document.]

## 4. Responsibilities

[Identify the roles and responsibilities of personnel involved.]

## 5. Procedure Steps

[Detail the step-by-step instructions for carrying out this procedure.]

### 5.1 [Step 1 Title]

[Describe step 1 in detail]

### 5.2 [Step 2 Title]

[Describe step 2 in detail]



### 5.3 [Step 3 Title]

[Describe step 3 in detail]

## 6. Health & Safety

[Outline safety precautions, PPE requirements, and emergency procedures.]

## 7. Quality Control

[Describe inspection points, acceptance criteria, and quality standards.]

## 8. Records & Documentation

[List the forms, records, and documents to be maintained.]

## 9. References

[Cite related documents, standards, regulations, and codes.]

## 10. Revision History

[Track changes, dates, and approvals for each document revision.]

Version	Date	Description	Approved By
[1.0]	[DD/MM/YYYY]	[Description of changes]	[Name]
[2.0]	[DD/MM/YYYY]	[Description of changes]	[Name]
[3.0]	[DD/MM/YYYY]	[Description of changes]	[Name]

Approved By: Ronald Radebe | Founder & Civil Engineer