



SOP on SOP

Document Number	Effective Date	Review Date	Version No
NVH-P-01	01/01/2019	31/12/2021	001

Document Approval

Prepared by:

National Veterinary Hospital

Signature

Designation.....
 Date

Chief Veterinary officer
 National Animal Hospital
 Department of Livestock
 Ministry of Agriculture & Forests
 Thimphu Bhutan

Reviewed by:

Review Committee

Signature

Designation.....
 Date

Chief Veterinary Officer
 Animal Health Division
 Department of Livestock
 Ministry of Agriculture & Forests
 Thimphu : Bhutan

Authorized by:

Department of Livestock

Signature

Director General
 Department of Livestock
 Ministry of Agriculture & Forests
 Thimphu : Bhutan

Date

Revision History

Revision	Revision Date	Reason for Revision	Revised by

Prepared by NVH	Reviewed by Review Committee	Authorized by DoL
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Table of Contents

1. Purpose
2. Scope
3. Responsibilities
4. Definitions
5. Process Map in Flow Chart
6. Procedures
7. Related Forms or Work Instructions
8. References

1. Purpose

1.1 To describe the procedure for Preparation, Review and Approval of Standard Operating Procedures.

2. Scope

2.1 This procedure is applicable to all SOPs of National Veterinary Hospitals.

3. Responsibilities

3.1 All the staffs of NVH should follow this procedure when writing a SOP.

Sl. No.	Official Designation	Responsibilities
1.	Director General, DoL	To approve SOP.
2.	Review Committee	To review SOP.
3.	AHD & NVH	To prepare, review and training of SOP.
4.	NVH	To prepare SOP.

4. Definitions

- 4.1 **AHD:** It refers to Animal Health Division under the Department of Livestock.
- 4.2 **DoL:** It refers to Department of Livestock.
- 4.3 **DG:** It refers to Director General.
- 4.4 **Effective Date:** It is the date that a document becomes effective for use.
- 4.5 **NVH:** It refers to National Veterinary Hospital.
- 4.6 **Other staffs:** It includes paraveterinarians and nurses.
- 4.7 **Procedure:** It refers to SOP.
- 4.8 **Reference Number:** It refers to the file numbers given to the letters.
- 4.9 **Revision History:** It is the listing of the documented changes made to a Controlled Document.
- 4.10 **Review Committee:** It refers to a group of people from the department who will review the procedure to see if it should be improved, corrected, or changed.
- 4.11 **Subject:** It refers to the topic or the issue as discussed under each letters.
- 4.12 **SOPs:** It refers to Standard Operating Procedures.

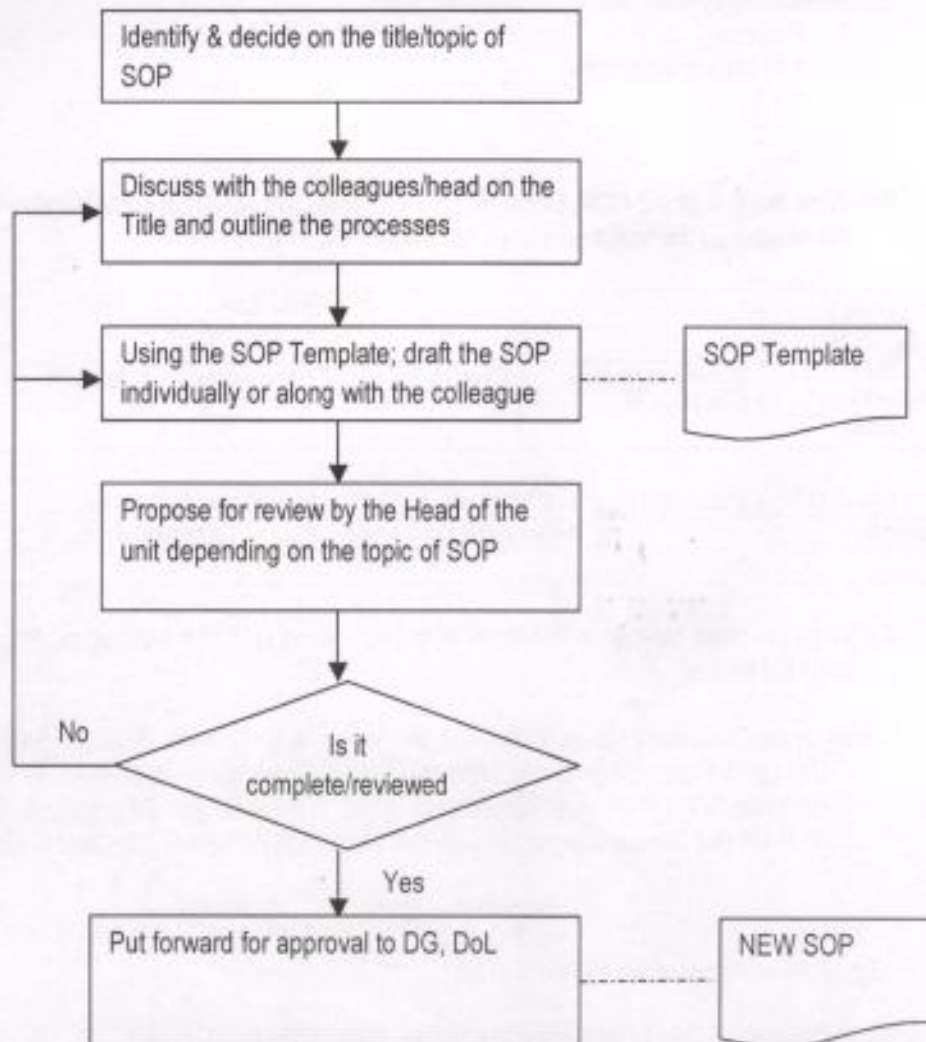
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5. Process Map in Flow Chart



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6. Procedure

6.1 Use font Arial Narrow for writing SOPs. Font size 12 (for the content), 10 (header and footer), 11(in the flow chart).

6.2 Numbering system: follow the template below

1. Purpose
 - 1.1 State the purpose
 - 1.1.1
 - 1.1.2

6.3 Write the title of the SOP, Document No, Effective and Revision date, Version No, all in bold in the header as the template shown below (font size 10);

	Title of the SOP			
	Document Number	Effective Date	Review Date	Version No
	NVH-P-U1-01			00

6.4 Write the document approval template in the footer as shown below (font size 10);

Prepared by	Reviewed by	Authorized by

6.5 Write the page number in the footer at the right hand side of the page, ex. Page 1 of 5. Do not use bold letters.

6.6 Write the Document No as NVH-P-U1 (for Medicine Unit), NVH-P-U2 (for Surgery Unit), NVH-P-U3 (for Theriogenology Unit), NVH-P-U4 (for Emergency Unit), NVH-P-U5 (Mobile Veterinay Clinic Unit), NVH-P-U6 (for Rehabilitation Unit), NVH-P-U7 (for Pharmacy & Equipment Unit), NVH-P-U8 (for Clinical Diagnostic Services Unit) and NVH-P-U9 (for Clinical Laboratory Unit).

Procedure Unit code Serial no
 ↑ ↑ ↑
 Eg: SOP for Registration = NVH-P-U1-01

6.7 Number the SOPs in sequence like NVH-P-U1-1, NVH-P-U2-1, etc.

6.8 Write the effective and review date in the dd-mm-yy format and the version number to be 00 for first version, 01 for second version, 02 for third version and so on.

6.9 Keep 2 years gap between the effective date and review date as indicated above. Keep July 1 as effective date and July 1 as review date.

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6.10 Write the details of who prepared, reviewed and approved the SOP in the first page as per the template below;

6.11 Use black ink to sign the SOP

i. Subject Matter expert/who performs the operation/process

ii. Review Committee

iii. Department of Livestock

Prepared by: Name Signature Designation Date	Reviewed by: Name Signature Designation Date Authorized by: Name Signature Designation Date
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6.12 Write the revision history on the first page of the procedure in the format as below;

Mention changes or the revisions made

Provide reasons. Ex: Process changes/deletion/
Addition of steps

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6.13 Write the table of contents on the second page of the SOP as per the template shown below;

Table of Contents

1. Purpose
2. Scope
3. Responsibilities
4. Definitions
5. Flow charts/Process map
6. Procedures
7. Related Forms/Work Instructions
8. References

6.14 Describe each of the topics included under the table of contents, purpose, scope, definitions, flow charts, procedures, references and revision history for the SOP. Use bold letters for each of these topics.

6.14.1 **For Purpose:** Write the purpose of the procedure.

6.14.2 **For Scope:** Write what processes/services are covered under the particular SOP.

6.14.3 **For Responsibilities:** Use tables to describe roles and responsibilities under the particular SOP as per the table shown below and start from the basic roles (Ex: for Document processing) to approval stage. (Ex: AHD, DoL).

As per the office order/appointment order
(Ex: Veterinary Officer)

Roles for under the same operation/process

Sl. No.	Official Designation	Responsibilities

6.14.4 **For Definition:** Define or explain the terms including the abbreviated words used in context of SOP; Arrange words alphabetically and indicate with bold letters for those words that is to be defined under the SOP (ex. **AHD:** It refers to....).

6.14.5 **For Flow Chart:** Use flow charts/process map to briefly explain the procedures using following different shapes for different purposes as shown below:

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6.14.5.1 Flow chart decision making



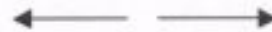
6.14.5.2 Flow chart document/multiple document



6.14.5.3 Flow chart process/Process alternate



6.14.5.4 Flow chart direction



6.14.5.5 To interlink forms or annexure



6.14.6 **For Procedure:** Describe the detail steps referring to the flow chart/process map.

6.14.7 **For Related Forms or Work Instructions:** Give name of the forms or Work Instructions to be used along with the SOP. If there is no forms or work instructions for the SOP, mention 'Nil' under this subheading.

6.14.8 **For References:** Mention a list of references or any other guidance documents or other SOPs based on which the SOP has been prepared. If there is no reference for the SOP, mention 'Nil' under this subheading.

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