Opening:

1. Company logo or letterhead
2. SOP Identification (number / title),
3. Effective Date, Review Date,
4. Approvals: Name/ Signature/ Job Title/ Date
5. SOP Originator
6. Maintenance Management
7. Operations Management?
8. Safety, Health, Environmental Compliance?
9. QA Department?
10. Define appropriate management level required for approval.

Procedure Body:

1. Purpose (one paragraph)
2. Scope (affected equipment, employees, areas) / Goal
3. Definitions
     i. Include special terms that could be obvious for you, but not for all users of this procedure.
     ii. Include definitions for acronyms used, like PM = Preventive Maintenance
4. Responsibilities
     i. From technician up to management
     ii. From requestor up to maintenance
     iii. Who is responsible to do what
     iv. Who must be consulted on what before do what
     v. Who must be informed of what after it is done
     vi. Who is accountable for what
5. SHE (Safety / Health / Environmental) Precautions
     i. Provide copy of draft procedure to SHE representatives for their feedback
6. Procedure
     i. List tools / materials required
     ii. Preparations before start job
     iii. Job instructions / Documentation required
     iv. Acceptance Criteria
     v. What to do if anything was wrong/anomaly found
     vi. What has to be done after job completion
7. Reporting
     i. To whom
     ii. What is to be reported
     iii. Format of report
8. Follow Up Procedure
     i. PDM group to be alerted when action was completed on anomalous equipment
     ii. Procedure for follow up
     iii. Report of follow up to whom and what format

References List
1. Other procedures, company policies
2. Regulations
3. Manuals

Appendices
1. Sample Forms (with instructions on how to fill them)
2. Tables, Illustrations, Diagrams, Specifications, Tolerances