

Instructions for Use of Model SOP

The standard operating procedures (SOP) are vital documents which are essential components of quality system in any organization. These are used to ensure consistency in performing an activity. Their use is mandatory by all the staff members of the blood bank every time they perform an activity. The accreditation and licensing procedures also demand compulsory use of SOP.

Every SOP has two components: one gives *information about the location, subject, functions, distribution and genesis of SOP* and the other provides *instructions for carrying out the specific activity*. Since equipment, reagents, methodology and kits used may vary in different blood banks, it is important for every blood bank to have its own SOP. To assist blood banks in this endeavour, WHO has developed SOP for most of their activities. These can be used as guide to develop blood bank specific SOP.

The information part of SOP shall have following components:

Name of the blood bank

Subject of SOP

Location of SOP

Function of SOP

Distribution of SOP

Unique Number of SOP

Version and revision

Date from which SOP shall be effective and the period after which it has to be reviewed

Number of pages and No of copies (Quality Manager or designated official shall keep a record of those whom SOP has been distributed)

Name and signature of the author

Name and signature of the person who has been authorized to approve SOP

Name and signature of the person who is to authorize the use of SOP from effective date (He must belong to the top management and is usually the Chief Executive Officer of the blood bank)

Some of the above mentioned details have been left blank in these Model SOP.

Instructions for Use of Model SOP

However, blood bank specific SOP must have these duly filled and signed.

The instructions to perform a test or activity have been described in Model SOP. It is suggested that the same should be rewritten by the blood banks incorporating the material and methodology to be used by them. The format described in the model SOP should be followed. Before use, SOP needs to be validated and periodic review (usually after one year or whenever there is a change in methodology or material) should be undertaken to bring about revisions, if necessary.