1. **Purpose:** Should outline why the procedure exists so all team members are on the same page.
2. **Responsibility:** This section is to clearly communicate who is responsible for which step, including oversite and training of this procedure.
3. **Equipment:** This section should include any items needed to complete the procedure you are outlining below, including the chemicals (and concentration), specific cleaning aids, or any tools that may be needed.
4. **Procedure:** This section should outline every step in the process. This should be written so that any individual, even those that have never touched the piece of equipment, could complete the cleaning. Be very specific and include each detail, no assumptions should be made. It is best practice to include any challenging areas or concerns that the sanitarian should be
5. **Verification:** This section should outline how the cleanliness of the equipment will be verified. This could be through visual inspection, the use of ATP or surface protein analysis.
6. **Corrective Action:** This section should outline what happens if the verification of the SSOP fails. Typically, the piece of equipment is re-cleaned and verified until each piece of the equipment passes the verifciation step.
7. **References:** This section should list any SDSs for all chemicals used, and any procedures or forms that are mentioned in the procedure.