



Food SOP Template

A standard operating procedure (SOP) is a documented, step-by-step instruction for performing a task the same safe way every time. Use this template to write a food SOP for any task in your operation, from receiving and storage to cleaning, cooking, and allergen handling. Replace the prompts in each section with your own detail, then have it reviewed and approved before use.

How to use it: fill in the header, complete each section, and keep the revision history up to date. You can print and complete this on paper, or build the same SOP as a digital checklist in GoAudits so staff complete it on mobile with photos, timestamps, and an audit trail.

SOP header

SOP title		SOP number	
Version		Effective date	
Prepared by		Review date	
Approved by		Department / site	

1. Purpose

State why this SOP exists and what it should achieve (for example, to prevent cross-contamination when handling raw and ready-to-eat foods).

2. Scope

Define where and to whom the SOP applies: the tasks, areas, shifts, and roles it covers, and anything it does not.

3. Responsibilities

List who is responsible for carrying out, supervising, and verifying the procedure (for example, kitchen staff, shift supervisor, food safety lead).

4. Definitions

Explain any terms, abbreviations, or acronyms used (for example, CCP, FIFO, ppm) so every reader interprets the SOP the same way.

5. Materials and equipment

List everything needed to perform the task: ingredients, tools, chemicals and dilutions, PPE, thermometers, and any forms or logs.

6. Procedure (step by step)

Write each action as a short, ordered step in plain language. Include the critical limits and checks that make the task safe.

1. _____
2. _____
3. _____
4. _____
5. _____

7. Monitoring and verification

State what to check, how often, who checks it, and how it is recorded (for example, record fridge temperatures twice daily on the temperature log).

8. Corrective actions

Describe what to do when something is out of limits: the immediate fix, who to tell, and how to stop it happening again.

9. Records

List the records this SOP produces and where they are kept (for example, cleaning log, temperature log, training records).

10. Revision history

Version	Date	Description of change	Approved by
1.0		Initial version	

Worked example: Cleaning and Sanitation SOP

This filled example shows how the template looks in practice for a common food safety task. Use it as a model, then adapt the detail to your own equipment, chemicals, and limits.

SOP title	Cleaning & sanitising food contact surfaces	SOP number	FS-007
Version	1.0	Effective date	01 / 02 / 2026
Prepared by	Food Safety Lead	Review date	01 / 02 / 2027
Approved by	Operations Manager	Department / site	Main kitchen

1. Purpose

To make sure all food contact surfaces are cleaned and sanitised correctly so harmful bacteria and allergen residues are removed between tasks and at the end of service.

2. Scope

Applies to all worktops, chopping boards, utensils, and equipment that touch food, in all food preparation areas, for all kitchen staff on every shift.

3. Responsibilities

Kitchen staff carry out cleaning and sanitising. The shift supervisor checks completion and signs the cleaning log. The food safety lead verifies the SOP is followed during weekly audits.

6. Procedure (step by step)

1. Remove visible food debris from the surface.
2. Wash with warm water and detergent to remove grease and dirt.
3. Rinse with clean water to remove detergent.
4. Apply sanitiser at the correct dilution and leave for the full contact time stated on the label.
5. Rinse if the label requires it, then air dry or use a clean, single-use cloth.
6. Record completion on the cleaning log.

7. Monitoring and verification

Supervisor checks surfaces at the end of each shift and signs the cleaning log. Food safety lead swabs surfaces monthly to confirm the method works.

8. Corrective actions

If a surface is not clean, re-clean it before use, record the issue, and retrain the staff member if the same problem recurs.

Turn your food SOPs into scored digital checklists

GoAudits converts your food SOPs into mobile checklists your team completes on shift, with photo and timestamp proof, corrective action plans, and a multi-site score dashboard. Start a 14-day free trial, or book a demo to see it on your own SOPs.

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