



Standard Operating Procedures (SOP)

Why SOP?

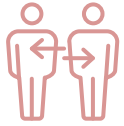
- SOP ensures good business controls, systems and processes are in place by delivering value to the company's investments and efficiency of operations.

- Attention to design, documentation and operation of Standard Operating Procedures (SOPs) helps companies achieve consistency in performance, increased productivity and performance improvement.

- After initial successes, a business reaches a point where further growth to reach the next level requires transformational changes to reach growth objectives. Processes need to be re-configured to meet the new challenges, changed business requirements and circumstances.

- Existing practices may not be sufficient to fuel further growth aspirations. That's where SOP comes in. It helps to reconfigure business processes to be able to deliver and sustain higher growth.

SOP – How it could benefit your Organisation



Eliminates confusion and disorganization

By standardizing procedures all stakeholders know what is expected of them which eliminates confusion and disorganized functioning which brings efficiency in operations.



Ensures adherence to safety practices

Whatever be the industry, employee safety is of paramount importance. SOP can ensure compliance with safety practices.



Address Gaps in documentation

Gaps in documentation could sometimes result in non-compliance with regulatory requirements like KYC, AML etc. or some key documentation like delivery and billing schedules may not be documented. SOPs will ensure such gaps are identified and assures compliances.



Consistency and reliability of performance

When you have SOPs in place, it ensures in consistent and reliable delivery of services and product quality ensuring customer satisfaction.



Facilitates higher efficiencies

Delays in decision making could cause operating efficiencies to be affected adversely. SOP ensures clarity and prevents such costly delays. It also helps in controlling wastage in manufacturing process.



Facilitates structured training for employees

New employees can gain a good understanding of the business process by using SOP for guidance.

How we can help?



- Are you losing business opportunities due to delays?
- Are you losing control over costs?
- Is your business finding it difficult to manage regulatory compliances?
- Is your business stagnating?

- Schedule a call and our experts will work with you to tailor a solution to your needs OR email us and we will set up a meeting with our experts.

- Our experienced team help organizations standardize their business processes by building standard operating procedure manuals and policies benchmarked to best practices
- Our consultants bring specialized industry expertise to ensure you get the best results tailored to suit your unique requirements
- Our aim is to help you achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and non-compliance of policies and procedures, applicable laws and regulations.
- We will work in close coordination with you to ensure effective implementation of SOP
- We will help create SOP library and perform periodic reviews and update process for continuous improvements to cater to dynamic business needs.

Case Studies



FMCG Sector

Our consultants studied the issue and developed a tailor made solution with SOP to ensure compliances for an FMCG company. This resulted in significant improvement in inventory management with inventory levels cut down significantly and wastages due to expiry reduced to negligible levels with substantial saving in costs.



Manufacturing

Our experts designed manufacturing SOP for a multi-product company by tailoring it to their unique requirements. The processes and the SOP resulted in significant improvement in quality with reduction in defects and improvement in downtime and maintenance practices.



Real Estate

Our consultants designed SOP taking into account industry best practices and the unique requirements of the client that significantly improved their operating efficiencies. This resulted in better control over design development and project management processes resulting in timely delivery of projects.



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