



## Standard Operating Procedure Checklist

*This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed*

*This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debrief and meetings.*

<b>Activity:</b>			
<b>Location of Activity:</b>			
<b>Site:</b>		<b>Area:</b>	
<b>Reviewed By:</b>		<b>Version :</b>	
<b>Position:</b>			
<b>Date Reviewed:</b>			
<b>Number of Participants:</b>	<b>Max Ratio:</b>		
<b>Instructor Competence:</b>			
<b>Equipment / Clothing Requirements:</b>			
<b>Activity Requirements (attire):</b>			
<b>Related Documents Qualifications / Legislation / Guideline / Permits / Consents:</b>			

Operating Procedures		
<b>Pre-activity Check</b>		
1		
2		
3		
<b>Setup</b>		
1		
2		
3		
4		
<b>Instructor Brief to other Group Supervisors</b>		
1		
2		
3		
4		
<b>Instructor Brief to Participants</b>		
1		
2		
3		
4		
5		
6		
<b>Debrief suggestions</b>		
1		
2		
3		
<b>Closing Down the Activity</b>		
1		
2		
3		
<b>Pause points</b>		
1		
2		
3		

Hazards and risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.				
<b>*All Risk must be continually monitored throughout the activity*</b>				
New hazards/ risk must be reported or resolved appropriately as soon as possible.				
Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarch of contr
		Managed	Unmanag ed	
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarch of contr
		Managed	Unmana ged	
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarch of contr
		Managed	Unmana ged	
Pause Points	Risk Management Strategy	Risk Level		Hierarch of contr
		Managed	Unmana ged	



Equipment Check	
1	
2	
3	
4	

**Emergency Procedures**