



**Purpose:** This SOP serves as a guide for the AOSA/SCST committees to create and maintain quality documents that describe the various functions of the committee.

**Scope:** AOSA/SCST Committee SOP Creation

**References:** DOC 001, DOC Master List of Controlled Documents

**Procedure:**

- a. Creation of SOPs
  - i. The Committee shall use the AOSA/SCST SOP template (DOC 001), located on the Laboratory Standards and Documentation Committee webpage, for the creation of all new SOPs. This template follows the ISO guidelines for Document Control and includes required information such as revision number and effective date.
- b. The Committees should discuss with their members what information to document describing the purpose and functions of the committee. The following three categories are recommended:
  - i. **General Guidelines:** This SOP will describe the purpose of the committee and its yearly activities. Any activities that require a detailed explanation (examples: sending out referee tests, planning the annual meeting) should be described in a separate SOP (see iii below).
  - ii. **Committee Membership:** This SOP describes the makeup of the committee. This includes requirements for membership, how members are recruited/selected, minimum/maximum number of members, and roles and responsibilities of the members. Note: a description of the duties of the Chairs is required.
  - iii. **SOPs describing specific activities:** Activities which involve multiple steps and details should be written in a separate SOP, using the same template.
- c. SOP Maintenance
  - i. SOPs are submitted to the Laboratory Standards and Documentation committee for approval. Once approved, they are posted on the committee webpage at [analyzeseeds.com](http://analyzeseeds.com). The committee can decide if the document is accessible to the general public, or only committee members
  - ii. The Laboratory Standards and Documentation committee will maintain a Master List of all committee documents. The Master List will include SOP name, revision number, revision date, and whether it is public or private.
  - iii. Documents are reviewed every two years. The Laboratory Standards and Documentation committee will send out reminders to the committee chairs to complete this task.



**Changelog**

Changes Made	Date
New SOP	1/4/24
Author: Todd Erickson	Date: 1/4/2024
Approved:	
Signature:	Date: Click or tap to enter a date.