FORGE OPERATIONS

RELIABLE WORK, EVERY TIME

REFERENCE {{referenceId}}
STATUS REVIEW READY
OWNER {{documentOwner}}

Standard Operating Procedure

A controlled SOP defining purpose, scope, responsibilities, prerequisites, step-by-step procedure, controls, records, and revision history.

TECHNICAL RELEASE · 4 August 2026

Document contents

> Control principle: perform the work in sequence, record evidence at the point of execution, and escalate any deviation before continuing.

0.1 Document control

Record SOP identifier, owner, approvers, effective date, superseded version, review cycle, distribution, and classification.

Document control	Detail
Owner	Mara Klein
Reference	NS-033-2026
Effective date	4 August 2026
Status	Ready for review

0.2 Purpose and scope

Define the intended controlled outcome, process boundaries, covered locations, roles, systems, products, and exclusions. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.3 Roles and prerequisites

Assign process, execution, verification, approval, escalation, and recordkeeping duties plus required competence and access.

Checkpoint	Acceptance criterion	Evidence	Result
Roles and prerequisites	Approved limit or instruction	Recorded at source	Pass
Completion verification	Independent review where required	Signed record	Pending

0.4 Safety and controls

Identify hazards, prohibited actions, personal protection, data safeguards, quality gates, stop conditions, and emergency response. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.5 Procedure

Describe sequential, observable actions with inputs, responsible role, system or tool, expected output, and decision points. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.6 Exceptions and escalation

Define acceptable exceptions, authorization, deviation records, incident escalation, fallback, and restoration to standard operation. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.7 Records and measures

Specify evidence retained, record owner, location, retention, process measures, thresholds, review, and corrective action. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.8 References and revision history

Link related policies, forms, instructions, systems, definitions, change summary, training impact, and approvals. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.9 Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

Name *

Title or role *

Signature *

Date *