



SAFE WORK PROCEDURE (SWP) JAWATANKUASA BIOKESELAMATAN UNIVERSITI (IBC)

Project Title :	
P.I.C :	
Faculty :	

(NAME OF THIS STANDARD OPERATING PROCEDURE)

Standard Operating Procedure No.	
Revision No:	
Original Date of Issue:	
Revision Date:	
Revised by:	
Approved by:	

A. Background: *(What requirements will this standard operating procedure meet?)*

B. Purpose: To provide instruction on ...

C. Related Standards and Procedures:

List any related standards, good operating practices or other standard operating procedures.

D. Procedure:

List the tasks step by step to provide instruction on how to perform this procedure.

E. Related Forms and documentation:

List the forms pertaining to this procedure.

F. Records:

List the records that will be kept as a result of this procedure.