



Training and the Development of SOP, SOW & Process Work Instructions

The main goal of **Standard Operating Procedures** (SOP's) are to ensure tasks are performed consistently, efficiently, and correctly to achieve the desired outcome. Operating directly from SOP's also helps maintain high quality, ensures safety, and allows for stricter tolerances in the products specifications. SOP's and Work Instruction are essential in the execution of your improvement plan or in training your employees.

Instructional Procedures are difficult to develop, however, **LanKorra** offers a **specialized service** which utilizes many years of technical training, experience, and the hands-on process knowledge to assist your employees in writing Process Work Instructions and SOP's. These instructions and procedures are designed specifically for the client's equipment and are easily understood by your employees. The instructions provide precise directions with clear action steps, often supported by visual aids, to help workers complete tasks correctly and safely, regardless of their experience.

LanKorra will also assist your team in developing Statements of Work (SOW) which are a document that provides a detailed narrative of the products or services to be supplied by your Vendors under a contract, outlining specific project requirements, deliverables, timelines, and quality standards. SOW's are used to define the scope of work clearly, ensuring both parties are aligned on expectations which minimize misunderstandings, errors, and potential disputes.