**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Construction Service SOP Template**

**Construction**Standard Operating

Procedures

COMPANY NAME

Street Address

City, State, and Zip

webaddress.com

Version 0.0.0

Date: MM/DD/YY

Department Responsible: Name

| Version History | | | |
| --- | --- | --- | --- |
| Version No. |  | Current Version Date |  |
| **Effective Date** |  | **Expiration Date** |  |
| **Responsible Person** |  | **Signature** |  |
| **Writer** |  | **Approval** |  |

**Purpose**

*Explain why this SOP exists. For example: This SOP provides standardized procedures to ensure safe, efficient, and compliant execution of [specific construction activity, e.g., concrete pouring or site excavation].*

|  |
| --- |
| Applicable Sites/Projects:  Construction Phase(s):  Limitations/Exclusions: |

**Scope**

*Define where this SOP applies.*

|  |
| --- |
|  |

**References and Standards**

*List any codes, standards, or manuals relevant to this SOP (e.g., OSHA standards, local building codes, company safety manual).*

|  |
| --- |
|  |

**Roles and Responsibilities**

|  |  |
| --- | --- |
| **Project Manager** | Overall responsibility for compliance and approval. |
| **Site Supervisor** | Oversee on-site execution and enforce safety. |
| **Crew Member** | Carry out tasks as per procedure. |
| **Safety Officer** | Conducts inspections and ensures PPE compliance. |
| **Quality Control** |  |
| **Scheduler** |  |
| **Project Engineer** |  |
| **Preconstruction** |  |
| **Design Manager** |  |
| **Other** |  |
|  |  |

**Required Materials, Equipment, and PPE**

|  |  |
| --- | --- |
| **Tools** | |
|  | |
| **Materials** | |
|  | |
| **PPE** | |
| **x** | Hard Hat |
|  | Safety Boots |
|  | High-visibility vest |
|  | Gloves |
|  | Safety Glasses |
|  | Other |
| **Other** | |
|  | |

**Procedure**

*Outline clear, numbered steps. Example structure:*

|  |  |
| --- | --- |
| 1. **Conduct pre-task safety briefing** | Description |
| 1. **Inspect work area for hazards** | Description |
| 1. **Gather and inspect required equipment** | Description |
| 1. **Perform activity** | Description |
| 1. **Conduct quality checks at each milestone** | Description |
| 1. **Record inspection results in site log** | Description |
| 1. **Secure site and clean work area after completion** | Description |

**Safety and Risk Controls**

|  |
| --- |
| **Job-Specific Hazards** |
|  |
| **Control Measures** |
|  |
| **Emergency Procedures** |
|  |
| **Other** |
|  |

**Inspection and Quality Checks**

|  |
| --- |
| **Inspection Criteria** |
|  |
| **Required Signoffs** |
|  |
| **Documentation to File** |
|  |
| **Other** |
|  |

**Records and Documentation**

|  |
| --- |
| All forms, permits, and logs associated with this SOP must be stored in:  Project file / shared drive location:  Retention period: |

**Approval / Sign-Off**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |
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