# Goat SOP Template

A template for writing standard operating procedures for goat chores. Use it to put each task in clear steps that any worker can follow. Fill in each section in your own words and keep a copy with your other farm papers.

Farm / unit: _____ Date: _____ By: _____

## Task name and purpose

## Who does the task

## Tools and supplies needed

## Safety steps section to complete

## Step-by-step instructions section to complete

## What to record

## Who to call with problems

## Date written and reviewed

**TIP** Write procedures with the people who do the work and revise them whenever a step changes.