

STANDARD OPERATING PROCEDURES (SOP)

Practicality of the Standard Operating Procedures

Decrease the impact and/or likelihood of a risk to NGO's personnel, assets, and/or image.

Applicable in any sector

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| <ul style="list-style-type: none"> • programmes • staff's health • cash management • logistics • recruitment | <ul style="list-style-type: none"> • travel • use of visibility • beneficiary participation • etc. |
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A SOP is a combination of:

1 - Security and safety rules

- They aim at protecting staff, assets and the reputation of the organisation. They can apply in all country offices of an organisation or be local.
- The rules are part of the mitigation measures (they usually apply to an area, and address a specific risk identified through the Security Risk Assessment).



Clear



Adapted



Precise



Applicable



Known by all

2 - Good practices

Good practices guide humanitarian workers' reactions in situations of insecurity and contribute to promoting acceptance. They call on the personal judgment of the staff.

How to create an SOP?

- In general, they are rather reviewed than drafted.
- They depend on existing codes (local laws and customs).
- Soliciting future implementers and users (ex.: drivers for driving rules and convoy SOPs).
- Using common sense, pragmatism, and imagination.
- Using reference manuals from trusted sources.

- SOP = Security rules + good practices.
- Security rules and good practices are based on the risk assessment.
- Ensure the rules are Clear, Adapted, Precise, Applicable, and Known by all (CAPAK).