

Guidelines for Writing

Standard Operating Procedures



Prepared by *Liquor Consultancy Services* with advice from Industry Representatives, Licensing Police, and Metropolitan Fire Brigade representatives; for use only as a guide to licensees to assist them in developing their own plans.

Disclaimer:

The generic template you have purchased have been provided as nothing more than generic information for you to consider as you write your own site-specific management plan. Every effort has been made to ensure that these procedures are free from error or omission; however you should undertake your own inquiries and seek professional advice before relying on any fact, statement or other matter contained in these guidelines. Liquor Consultancy Services is not responsible for any injury, loss or damage as a result of material included or omitted from your plan.

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Thank you for purchasing one of our generic templates. We trust that the information contained, gives you just the starting point you need to complete a plan that is specific to your premises.

Some of these topics that are contained in the generic template may not be relevant to your operations and indeed there may be some topics not covered in these suggested topics.

The topics covered in your plan are by no means an exhaustive list but are typically common industry practices.

When you are writing your own content for the template, you should consider that it should be written in a manner that does not allow for the discretion by staff.

When writing your content, you should develop a system that undertakes a risk assessment, and there should be a review of the plans at least every two years.

Remember, a formalised system is better than an unformulated system.

Any plan should be version controlled. Which version was each staff member inducted to? If the system has been updated, train staff in the new version and get them to sign off that they have read and understood the changes to the plan.