

# People Development Program: Aquatic Animal Health Training Scheme

*Boosting Biosecurity Capability*

*in Western Australia*

## FHMP Template for Standard Operating Procedures

# ACWA



AQUACULTURE COUNCIL  
OF WESTERN AUSTRALIA



**Australian Government**  
**Fisheries Research and  
Development Corporation**



**Government of Western Australia**  
**Department of Fisheries**

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## **Template for Standard Operating Procedures (SOPs)**

Taken from Template for Development of Facility – Specific Fish Health Management Plans, British Columbia. Available at: [www.agf.gov.bc.ca/ahc/fish\\_health/Template\\_May2006.doc](http://www.agf.gov.bc.ca/ahc/fish_health/Template_May2006.doc)

Descriptive Title: of the Job Description

Rationale: An indication of what aspects of the Fish Health Management Plan this SOP addresses (Reference to specific section(s) of this document would be preferred)

Definitions: Any technical terms, jargon or abbreviations used in the SOP are defined

Authority: Who in the organization is the contact person for any required information on details of the SOP and who is responsible for managing the implementation of the SOP

Details of the Operating Procedure:

Goals, targets, legal requirements and/or standards the SOP is striving for

Methods, equipment and procedures use

Frequency of the actions, measures and/or assessment required by the procedure

Who in the organizational structure will be responsible for conducting the SOP

What actions will be taken if the goals, targets or standards are not achieved (response, mitigation, reporting)

Records:

What information is recorded to document that the SOP is followed

Where the records are stored

How long the records are stored

The preceding outlines the features of an SOP thought to be necessary to evaluate how the procedure will address the goals and objectives of a Fish Health Management Plan.

It is anticipated that the specifics of the SOP will vary with situation, species and rearing objectives. Not all aspects of the above will be required for each SOP. Organisations may have more information than listed above in their existing SOPs.