

# Interment Verification SOP

Standard operating procedure sample demonstrating structured process documentation, compliance-focused writing, and task-based instruction design.

|                       |                    |                      |                              |
|-----------------------|--------------------|----------------------|------------------------------|
| <b>Document ID</b>    | SOP-IV-001         | <b>Version</b>       | 1.0                          |
| <b>Effective Date</b> | September 22, 2025 | <b>Approved By</b>   | Lisha Huang                  |
| <b>Prepared By</b>    | Alyssa Miller      | <b>Document Type</b> | Standard Operating Procedure |

**Procedure summary:** Verify documentation, confirm plot location, measure boundaries, probe the site to confirm no prior use, and complete final approval before proceeding.

## 1. Purpose

This SOP defines the standard process for verifying the accuracy, location, and readiness of a burial plot prior to interment. The objective is to support compliance with site records and reduce the risk of procedural error.

## 2. Scope

This procedure applies to personnel responsible for plot verification, site preparation, and interment operations.

## 3. Responsibilities

| Role                 | Responsibility  |
|----------------------|---|
| Field Staff          | Perform physical verification and measurement tasks.        |
| Administrative Staff | Validate records and confirm plot assignment details.       |
| Supervisors          | Review findings and approve verification before proceeding. |

## 4. Required Tools and Materials

- Rammer probe
- Measuring wire
- Plot map
- Authorization documents
- Markers
- Personal protective equipment (PPE)

## 5. Safety Considerations

Follow site safety protocols before beginning work. Confirm that the work area is clear of hazards, use the required protective equipment, and stop work if site conditions create a safety concern.

## 6. Procedure

### 6.1 Documentation Verification

- 1 Review the authorization documents and confirm the assigned plot information.
- 2 Validate that the site records match the scheduled interment details.
- 3 Escalate any discrepancy before continuing.

### 6.2 Plot Identification

- 1 Locate the assigned plot using the plot map and supporting records.
- 2 Mark the plot boundaries clearly.
- 3 Confirm that the identified location aligns with the documented assignment.

### 6.3 Measurement

- 1 Measure the plot dimensions using wire.
- 2 Compare measurements against the documented plot assignment.
- 3 Record any mismatch or uncertainty for review.

### 6.4 Subsurface Verification

- 1 Use the rammer probe to verify that the plot has not been previously used.
- 2 Apply the probe method consistently across the designated area.
- 3 Stop and report any unexpected finding before proceeding.

### 6.5 Final Check

- 1 Review the completed verification steps.
- 2 Confirm that records, measurements, and site findings are aligned.
- 3 Complete sign-off and obtain supervisor approval before proceeding.

## 7. Quality Control

Supervisor approval is required before interment preparation continues. Any unresolved discrepancy must be addressed before the process moves forward.

## 8. Exception Handling

If an issue is identified at any point in the process, stop work immediately, document the issue, and notify the appropriate supervisor for direction.

## 9. Documentation and Records

Maintain all verification records, sign-off documentation, and related reports according to site recordkeeping requirements.

**Portfolio note:** This sample was redesigned from a basic two-page SOP into a more polished technical document with clearer hierarchy, scannable sections, and stronger operational framing for portfolio presentation.