

## Certification Assessment

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Score: \_\_\_\_\_

- 1 Who is responsible for writing an SOP at Estvold Oilfield Services?**
  - A. Human Resources
  - B. Quality Assurance
  - C. Business Owners and subjectmatter experts
  - D. Operations Managers
  
- 2 What must happen before an SOP is finalized?**
  - A. It must be reviewed and approved by the Business Owner, Supervisor, and QA
  - B. It must be tested by individuals other than the author
  - C. Personnel must be trained on it before performing the procedure
  - D. All of the above
  
- 3 What is the correct numbering format for an SOP at Estvold Oilfield Services?**
  - A. SOP1234XYZ
  - B. ESTOPS2024001
  - C. ESOPLLLDDDDXXXX
  - D. SOPABC0001
  
- 4 Who is responsible for maintaining the master list of all SOPs?**
  - A. Operations Management
  - B. Quality Assurance (QA)

- C. Human Resources (HR)
  - D. Business Owners
- 5 How often should SOPs be reviewed for accuracy and compliance?**
- A. Every year
  - B. Every two years
  - C. Every five years
  - D. Only when changes occur
- 6 What step must be followed when revising an SOP?**
- A. Enable track changes to show edits
  - B. Update the version number
  - C. Submit for review and approval
  - D. All of the above
- 7 What must an SOP header include?**
- A. Company name and logo
  - B. Approval signature
  - C. Document number and effective date
  - D. All of the above
- 8 What happens if an SOP does not require revisions after a periodic review?**
- A. It is marked as reviewed with no changes and submitted to QA
  - B. It is automatically archived
  - C. It must be rewritten from scratch

D. It is assigned a new document number

**9 Did you read and understand this SOP?**

A. Yes

B. No