**แบบสำรวจการมีคู่มือการปฏิบัติงาน**

**หน่วยงาน ..............................................................................**

1. คู่มือการปฏิบัติงาน (Standard Operating Procedure : SOP)

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| **รายการ** | **มี** | **ไม่มี** | **หมายเหตุ** |
| 1. คู่มือการปฎิบัติงาน (Manual)
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| 1. แบบ Checklist ขั้นตอนการทำงาน
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| 1. แบบมาตรฐานอื่น

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1. มีการรวบรวมหรือจัดทำคู่มือการปฏิบัติงานไว้ในรูปแบบใด ............................................................................................
2. มีการ Checklist ขั้นตอนการทำงานหรือไม่อย่างไร

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1. มีการดำเนินการตรวจสอบขั้นตอนการทำงานอย่างไร

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