



Suhas Bhairav

AI Standard Operating Procedure Builder

**Turn expert knowledge into versioned, testable
SOPs quickly and reliably**

Enable rapid, auditable SOP creation from expert
knowledge with guardrails and measurable
outcomes.

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suhasbhairav.com

Define scope and targets

Identify processes in Operations that would benefit from clear, repeatable SOPs. Establish scope, success criteria, and alignment with compliance and risk controls.

Key move Start with a high-impact, low-variance process.

PRACTICAL CHECKLIST

- 01** Inventory current process sources: recordings, notes, existing SOPs, policy documents.
- 02** Define a one-page SOP template: scope, inputs, steps, owners, controls, and metrics.
- 03** Map current workflow to target outcomes and key decision points.
- 04** Identify automation opportunities: data extraction, templating, auto-testing, and versioning.
- 05** Data and tools needed: process transcripts/notes, existing SOPs, templates, AI drafting tools, version control, SOP repository.
- 06** Decide human-in-the-loop review points and thresholds.
- 07** Set success criteria: time-to-publish, adoption, and compliance checks.

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From source to SOP: build and test

Use transcripts, notes, and documents to draft steps, decisions, and inputs with AI-assisted drafting. Each draft should be reviewed by the designated SOP Owner before acceptance.

Key move Ensure human review of all AI-generated drafts.

PRACTICAL CHECKLIST

- 01** Draft steps: translate transcripts and notes into clear, sequential actions with decision points.
- 02** Attach sources and rationale to each step for auditability.
- 03** Define measurable tests and runbooks to validate performance.
- 04** Version control: commit SOPs with clear revision IDs and metadata.
- 05** Assign owners and reviewers; specify SLAs for reviews.
- 06** Pilot in one department before broader rollout; prepare rollback plan.

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Launch, monitor, and improve

Publish SOPs to a controlled repository with access controls and version history. Monitor usage and track impact to drive continuous improvement.

Key move Assign an SOP Owner and an Editor.

PRACTICAL CHECKLIST

- 01** Publish in centralized, access-controlled SOP library.
- 02** Require change requests and sign-offs for updates.
- 03** Monitor usage: views, edits, and time-to-adoption.
- 04** Measure impact: defect rates, cycle time, compliance checks.
- 05** Quarterly refresh with process owners and update history.
- 06** Guardrails: data privacy, versioning, audit trails, and rollback options.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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