

One-Task SOP Access Point Planner

Map one approved resource, test the route, and record what you observe.

01 Name the resource

TASK OR WORK POINT

RESOURCE OWNER

APPROVED DESTINATION TYPE: SOP / WORK INSTRUCTION / VIDEO / TRAINING RESOURCE

REVIEW DATE OR CHANGE THAT SHOULD TRIGGER A LINK CHECK

FALLBACK ROUTE OWNER

02 Before the NFC tag goes on the work point

- ☐ The resource owner confirmed this is the right page.
- ☐ The link was tested with an intended device and account.
- ☐ Sign-in and network conditions were checked at the task point.
- ☐ The selected placement follows the confirmed tag instructions.
- ☐ The URL contains no password or access token.
- ☐ Restricted process details stay in their approved system.
- ☐ The organization's existing fallback remains available.
- ☐ The resource owner and next review date are recorded.

03 Measure one task

OBSERVATION WINDOW / SHIFT

ELIGIBLE INSTRUCTION LOOKUPS

BEFORE: TIME TO REACH THE CORRECT RESOURCE

AFTER: TIME TO REACH THE CORRECT RESOURCE

REDIRECTS OR REQUESTS FOR HELP OBSERVED

DEVICE, ACCOUNT, AND NETWORK USED

OPTIONAL / STAFF CAPACITY ESTIMATE

Monthly lookups x observed minutes saved / 60 x loaded hourly rate

Subtract annual setup and destination-review hours x loaded hourly rate. Use your observed inputs.

LOOKUPS / MONTH

MINUTES SAVED

LOADED RATE / HOUR

REVIEW HOURS / YEAR

SCOPE CHECK

This planner tests resource access only. An NFC tag does not create or verify procedures, record training, assess competency, authorize work, or prove safety or compliance.