

# Standard Operating Procedure - Exercise

You are part of the Quality Management team at a medical device company that follows ISO 13485. Your company needs a Standard Operating Procedure (SOP) for Competence Management to ensure all employees have the necessary skills and training for their roles.

This SOP should define the processes for recruiting new team members, identifying training needs, conducting training, and evaluating employees' competencies in compliance with regulatory requirements.

Your task is to draft this SOP using the provided template.