
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: SOP Template Instructions	Number: Q12-PR-100-004	
	Owner: Deborah Durbin	Revision: 1	
	Effective Date: 09/01/2014	Page: 1 of 2	

**THIS DOCUMENT IS TO BE USED FOR INSTRUCTIONAL PUROSES ONLY.
A BLANK TEMPLATE IN WORD MAY BE REQUESTED FROM THE QUALITY UNIT.**

Procedures must contain all sections in this instructional template including the header and footer. Additional sections (definitions, pictures, tables, etc.) may be added to enhance clarity. All other documents (policies, forms, etc.) must contain at a minimum the header and footer.

1.0 Purpose

WHY: Why is this procedure written?

Why is it being performed?

2.0 Scope

WHEN: Indicate when this procedure needs to be performed.

WHERE: Indicate where this procedure applies.

3.0 Responsibility

WHO: Who performs the procedure?

Who is responsible to see it is performed correctly.

4.0 Safety Considerations



List precautions for work with physical or chemical hazards (safety glasses, steel-toed shoes, containment facility clothing, masks, hoods, goggles, gloves, cleanup of spills, etc.)

All documents will at the minimum include the following statement:

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

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5.0 Materials/Equipment

WHAT: What is needed to perform procedure. The list should be complete and specific. This section may be N/A.

6.0 Procedure

HOW:

Clear concise, step-by-step instructions on how to perform the procedure. This should be written as instructions for the operator to follow, without a lot of theoretical background. A section on fundamental principles can be included if necessary.

It should include:

- Preliminary steps that must be done before beginning the actual procedure.*
- The chronological instructions. It is useful to number steps so that repeat steps can be referred to rather than making the SOP very long.*
- Calculations. Explanations and sample of how to do any required calculations.*
- Indicate where results should be recorded.*
- Explain what to do if there are deviations.*

7.0 Reference Documents

List other Procedures, Policies or Forms which directly affect or are relevant to this procedure. Indicate Title in italics and Doc Number in parenthesis. For example, SOP Template Instructions (Q12-PR-100-004).

8.0 Change Information

List the most recent changes to the current revision of the document or if it is a new document.

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