No. 001 Rev. 01

*This is the master document where you enter your content. All documents and training are generated using this content but the master document itself is not viewed by anyone but the writer.*

*Change the content on this title page using* ***TS Edit > Module Options.***

**Dominic Saycocie**

**J. H. Whittaker & Sons Limited**

Short description of this SOP

**Contents**

[Introduction 3](#_Toc449643497)

[Procedure 4](#_Toc449643498)

[Additional Information 6](#_Toc449643499)

[Quiz 7](#_Toc449643500)

## Introduction

|  |  |  |
| --- | --- | --- |
| Introduction | | |
|  | | |
| No. | Related Facts | Pg. |
|  | Purpose | 3 |
|  | Scope | 3 |
|  | Product | 3 |
|  | Equipment | 3 |
|  | Safety Equipment Required | 3 |
|  | | |

|  |  |
| --- | --- |
| Purpose | |
|  | |
|  | The purpose of this SOP is to provide details for . . . |
|  | |

|  |  |
| --- | --- |
| Scope | |
|  | |
|  | This SOP covers the following operations . . . |
|  | |

|  |  |
| --- | --- |
| Product | |
|  | |
|  | Name of the product |
|  | |

|  |  |
| --- | --- |
| Equipment | |
|  | |
|  | This SOP applies to the following equipment . . . |
|  | |

|  |  |
| --- | --- |
| Safety Equipment Required | |
|  | |
|  | The following Safety equipment and PPE are required . . . |
|  | |

## Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Label for this Procedure | | | | |
|  | | | | |
|  | |  | | |
|  | | | | |
| Step | Action | | Responsible | Pg. |
|  | Step Label 1 | |  | 4 |
|  | Step Label 2 | |  | 4 |
|  | Step Label 3 | |  | 5 |
|  | Step Label 4 | |  | 5 |
|  | | | | |
| Step 1. [Step Label 1](#prst335) | | | | |
|  | | | | |
| /\*nbullet\*/Key Points - HOW? | | * enter text here | | |
|  | | | | |
| Reasons - WHY? | | * enter text here | | |
|  | | | | |
| Photo / Diagram | |  | | |
|  | |  | | |
|  | | | | |
| Step 2. [Step Label 2](#prst336) | | | | |
|  | | | | |
| /\*nbullet\*/Key Points - HOW? | | * enter text here | | |
|  | | | | |
| Reasons - WHY? | | * enter text here | | |
|  | | | | |
| Photo / Diagram | |  | | |
|  | |  | | |
|  | | | | |
| Step 3. [Step Label 3](#prst337) | | | | |
|  | | | | |
| /\*nbullet\*/Key Points - HOW? | | * enter text here | | |
|  | | | | |
| Reasons - WHY? | | * enter text here | | |
|  | | | | |
| Photo / Diagram | | Caption | | |
|  | |  | | |
|  | | | | |
| Step 4. [Step Label 4](#prst338) | | | | |
|  | | | | |
| /\*nbullet\*/Key Points - HOW? | | * enter text here | | |
|  | | | | |
| Reasons - WHY? | | * enter text here | | |
|  | | | | |
| Photo / Diagram | | Caption | | |
|  | |  | | |
|  | | | | |

## Additional Information

|  |  |
| --- | --- |
| References | |
|  | |
|  |  |
|  | |  |  | | --- | --- | | **Reference** | **Title** | | 1 | Title of this Reference | |
|  | |

|  |  |
| --- | --- |
| Contact Information | |
|  | |
|  | Direct questions about this document to: |
|  | |

## Quiz

These Directions are used only for those who will be generating web-based training from this document – ExpressTrain Developer and Publisher level. PLEASE DO NOT DELETE THIS HIDDEN TEXT.

|  |  |
| --- | --- |
| Directions | |
|  | |
|  | Figure 1: |
|  | When you feel you understand the information presented in this module, take the Test that follows.  **For each multiple-choice question:**   * Click on the grey box next to your answer and a yellow ball will appear in the box. * Click the Next button [**>**] on the navigation panel or press the **Enter** key on your keyboard to move on to the next question. * Continue through all of the questions until you come to the question Review page. * The Review page tells you how many you answered correctly and how many you answered correctly on the first try.   **Good Luck!** |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enter your multiple choice question here. | | | | |
|  | | | | |
| Question Responses |  | Choice Text | "x" = correct | Pg. |
|  | A. | Response A |  | 8 |
|  | B. | Response B | x | 8 |
|  | C. | Response C |  | 8 |
|  | D. | Response D |  | 8 |
|  | | | | |
| Response A.   |  | | --- | | Response A | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |
| Response B.   |  | | --- | | Response B | | | | | |
|  | | | | |
|  | The correct answer is B. | | | |
|  | | | | |
| Response C.   |  | | --- | | Response C | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |
| Response D.   |  | | --- | | Response D | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enter your multiple choice question here. | | | | |
|  | | | | |
| Question Responses |  | Choice Text | "x" = correct | Pg. |
|  | A. | Response A |  | 8 |
|  | B. | Response B | x | 9 |
|  | C. | Response C |  | 9 |
|  | D. | Response D |  | 9 |
|  | | | | |
| Response A.   |  | | --- | | Response A | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |
| Response B.   |  | | --- | | Response B | | | | | |
|  | | | | |
|  | The correct answer is B. | | | |
|  | | | | |
| Response C.   |  | | --- | | Response C | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |
| Response D.   |  | | --- | | Response D | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enter your multiple choice question here. | | | | |
|  | | | | |
| Question Responses |  | Choice Text | "x" = correct | Pg. |
|  | A. | Response A |  | 9 |
|  | B. | Response B | x | 9 |
|  | C. | Response C |  | 9 |
|  | D. | Response D |  | 9 |
|  | | | | |
| Response A.   |  | | --- | | Response A | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |
| Response B.   |  | | --- | | Response B | | | | | |
|  | | | | |
|  | The correct answer is B. | | | |
|  | | | | |
| Response C.   |  | | --- | | Response C | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |
| Response D.   |  | | --- | | Response D | | | | | |
|  | | | | |
|  |  | | | |
|  | | | | |

These Directions are used only for those who will be generating web-based training from this document – ExpressTrain Developer and Publisher level. PLEASE DO NOT DELETE THIS HIDDEN TEXT.

|  |  |
| --- | --- |
| How well did you do? | |
|  | |
|  | You have reached the end of the test questions for this lesson. **If you missed any questions:** Click the **Review** button below to turn on the review mode. Each question will be shown with your answer and the correct answer. The correct answer will be marked by a green ball; if your answer was incorrect it will be marked with a red X.To leave this lesson click the **Exit** button |
|  | |