## ****Title: Procedure for Making Tea****

### ****Purpose****

To ensure consistency in quality and taste when preparing a cup of tea.

### ****Scope****

This procedure applies to anyone preparing tea using either loose tea leaves or tea bags.

### ****Materials Required****

* Saucepan or kettle
* Fresh water
* Tea bags or loose tea leaves
* Strainer or infuser
* Cup or mug
* (Optional) Milk or milk powder, sugar

### ****Steps to Prepare Tea****

#### ****Step 1: Boil the Water****

a. Pour fresh water into a kettle or saucepan.  
b. Boil the water until it reaches a rolling boil.

#### ****Step 2: Add Tea****

a. Place a tea bag into the cup.  
**OR**  
b. Place one spoon of loose tea leaves into a strainer or infuser.  
**OR**  
c. Add loose tea leaves directly into the boiling water.

#### ****Step 3: Pour and Strain****

a. If using loose tea leaves boiled in water, strain the tea into the cup using a strainer.  
**OR**  
b. Carefully pour the boiled water into the cup over the tea bag or infuser.

#### ****Step 4: Steep and Remove Tea****

a. If using a tea bag or infuser, remove it after achieving the desired strength.  
b. If boiling tea leaves directly, strain and pour the tea into the cup once the desired strength is achieved.

#### ****Step 5 (Optional): Add Condiments****

a. Add milk and sugar as per taste.  
b. Stir gently to mix.

#### ****Step 6: Serve and Clean****

a. Serve the tea hot.  
b. Clean all utensils after use.

### ****Safety Notes****

* Handle hot water carefully to avoid burns.
* Keep hot liquids away from children.
* Ensure all utensils are clean before use.