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1.5 Organization of the Manual. Provide a list of the major sections of the Operations Manual (1.0, 2.0, 3.0, etc.) and a brief description of what is contained in each section. 1.6 Acronyms and Abbreviations. Provide a list of the acronyms and abbreviations used in this document and the meaning of each.

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How Do I Write a Standard Operations Procedures Manual ...

1. Read the policy manual thoroughly. 2. New policies are handed out at staff meetings – individuals are quizzed at next week's staff meeting. # # # Provided as a sample table of contents for developing an Operations and/or Training Manual. Best way to start on developing a manual is to bring staff together to create the

Operating Procedures Manual - Sample Contents 12-03

Operations and Maintenance (O&M), and Production Operations Manual (POM). The purpose and relationships of these documents are summarized below. 1.4.1 Memorandum of Understanding (MOU) The Memorandum of Understanding (MOU), a written agreement between an OI&T service provider and

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