Standard Operation Procedure Document

**< TOPIC NAME >**

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| **Revision History** | | | | |
| **Ver. No.** | **Date of Release** | **Author(s)** | **History of Changes** | **Approver** |
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| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| 2.0 |  |  |  |  |

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# Objective:

The objective is to help the engineers to perform the task/activity from the start to end by referring this document.

# Acronyms:

* Acronym 1 –
* Acronym 2 -

# Purpose:

This document illustrated the step-by-step procedure to perform the < > task/activity requested by customer.

# Procedure Steps:

# Entry Criteria

* Validate the contractual service hours remaining.
* Service Catalog item to validate the scope.

# Inputs

* Activity request from customer (Document or Email)

# Steps to Follow

**Step 1 -**

# 

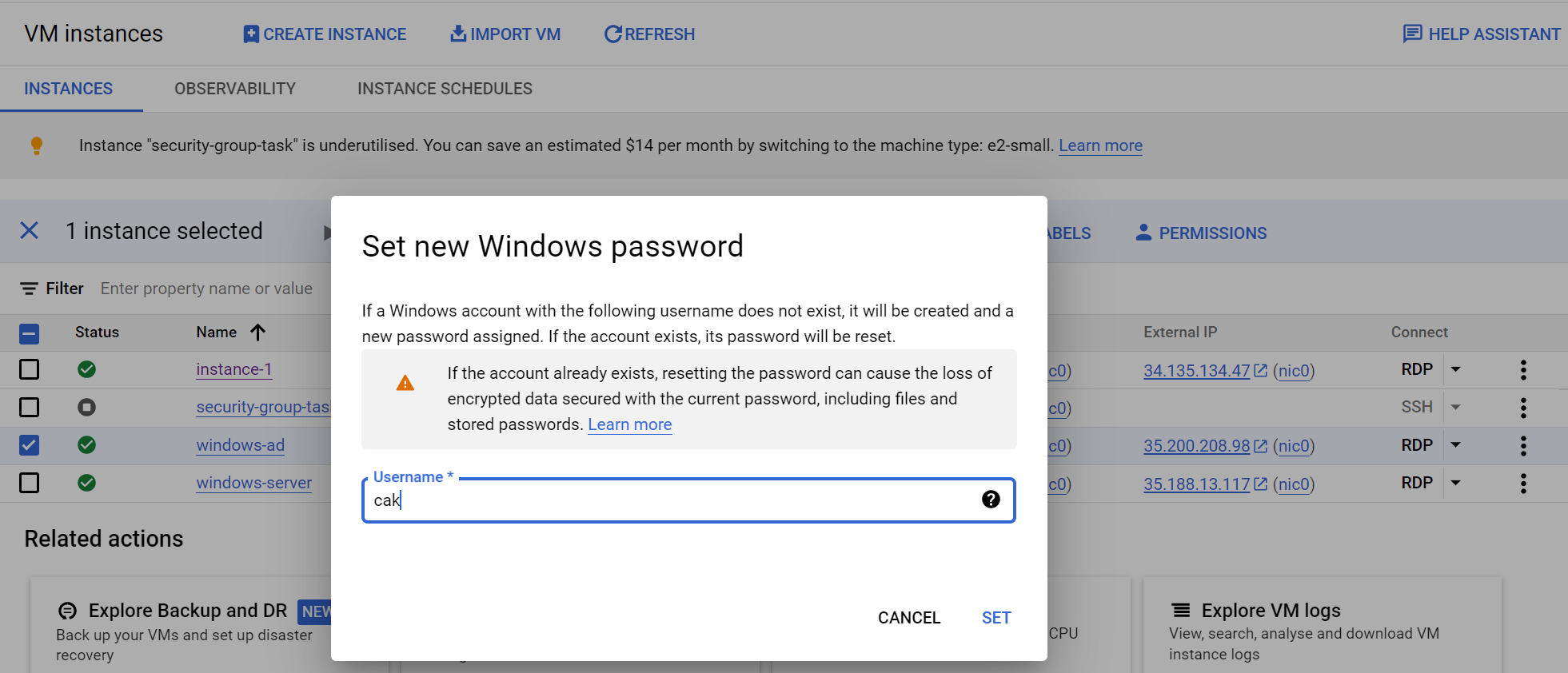
**Step 2 -**

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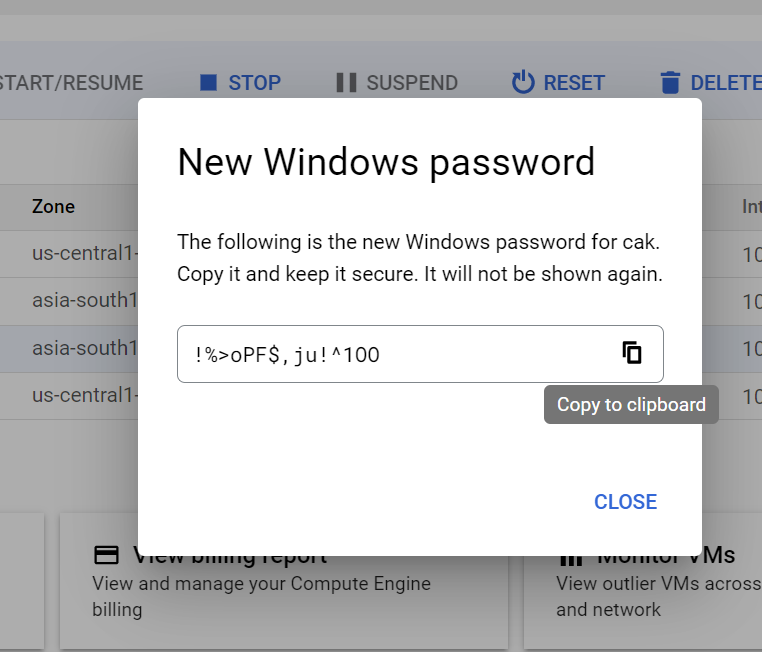
**Step 3 -**

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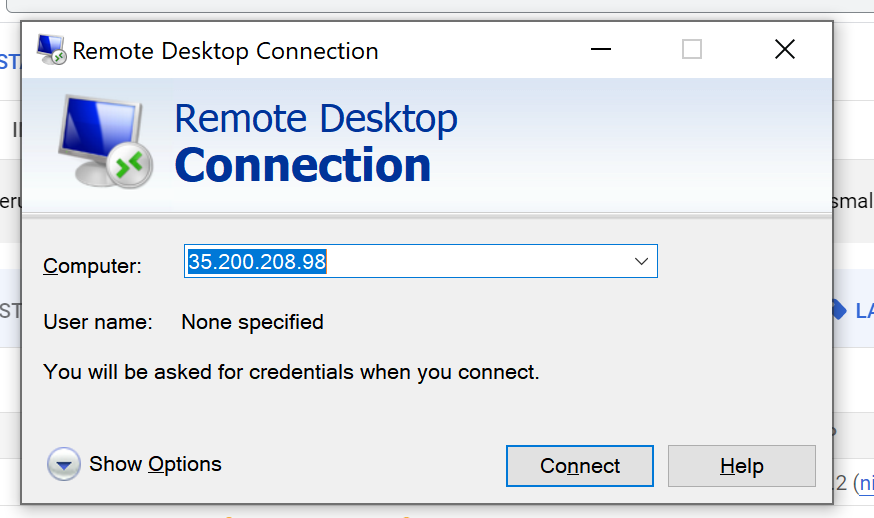
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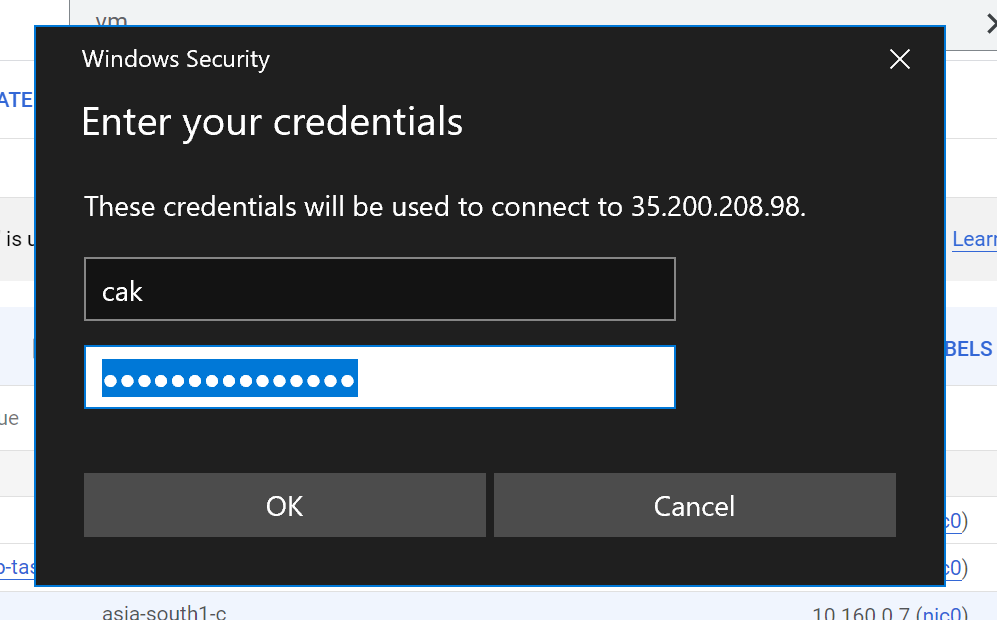
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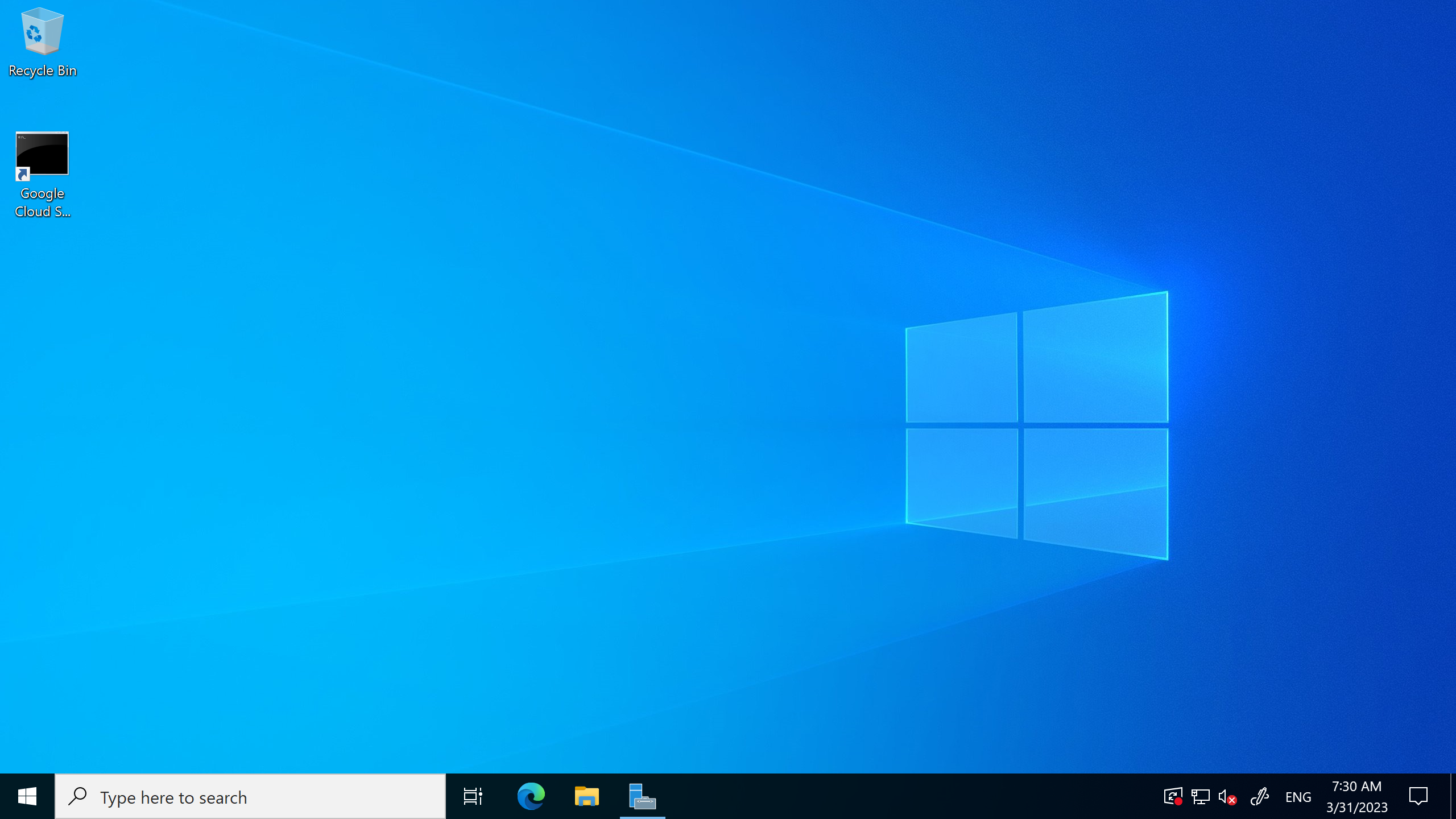
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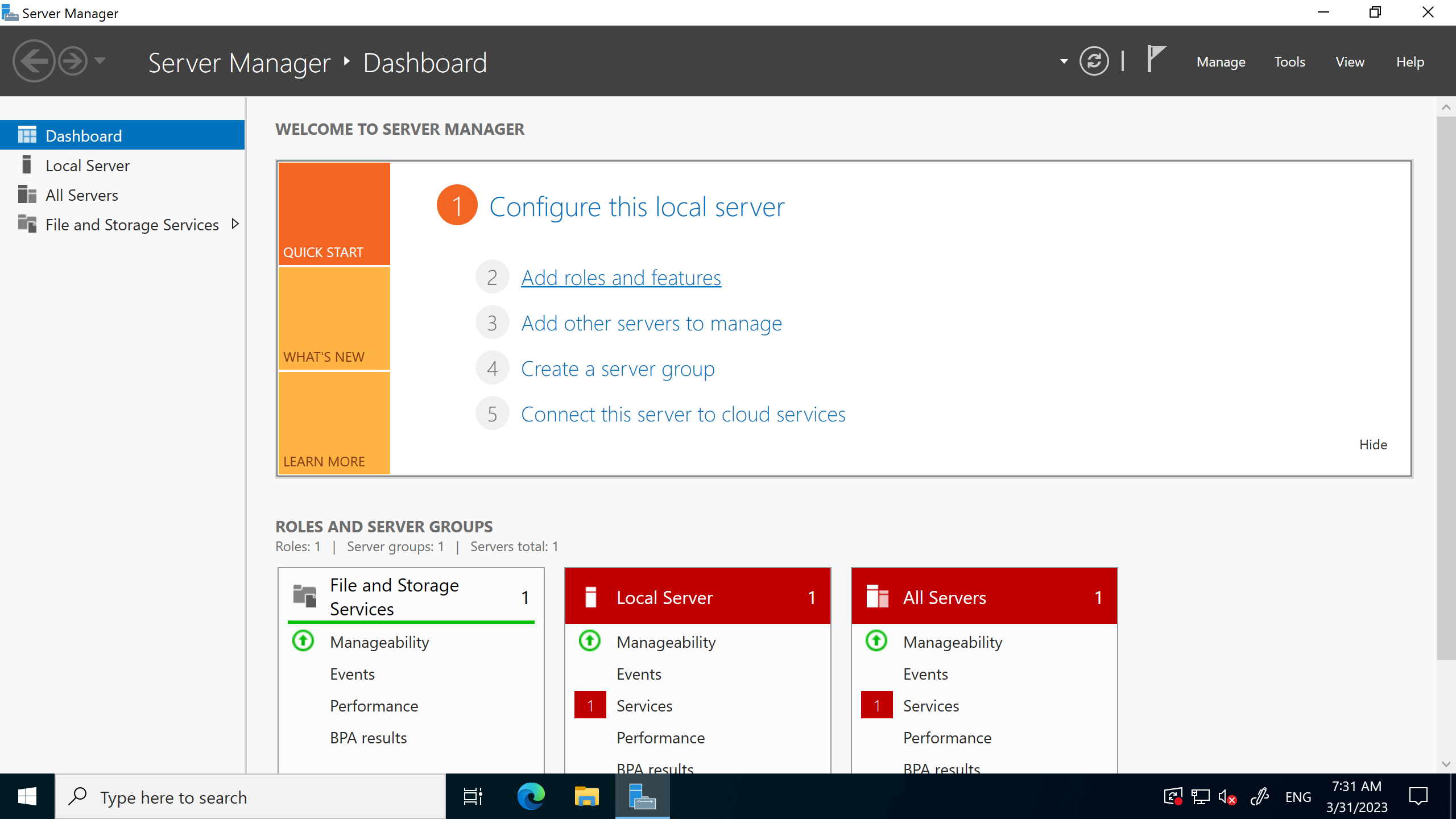
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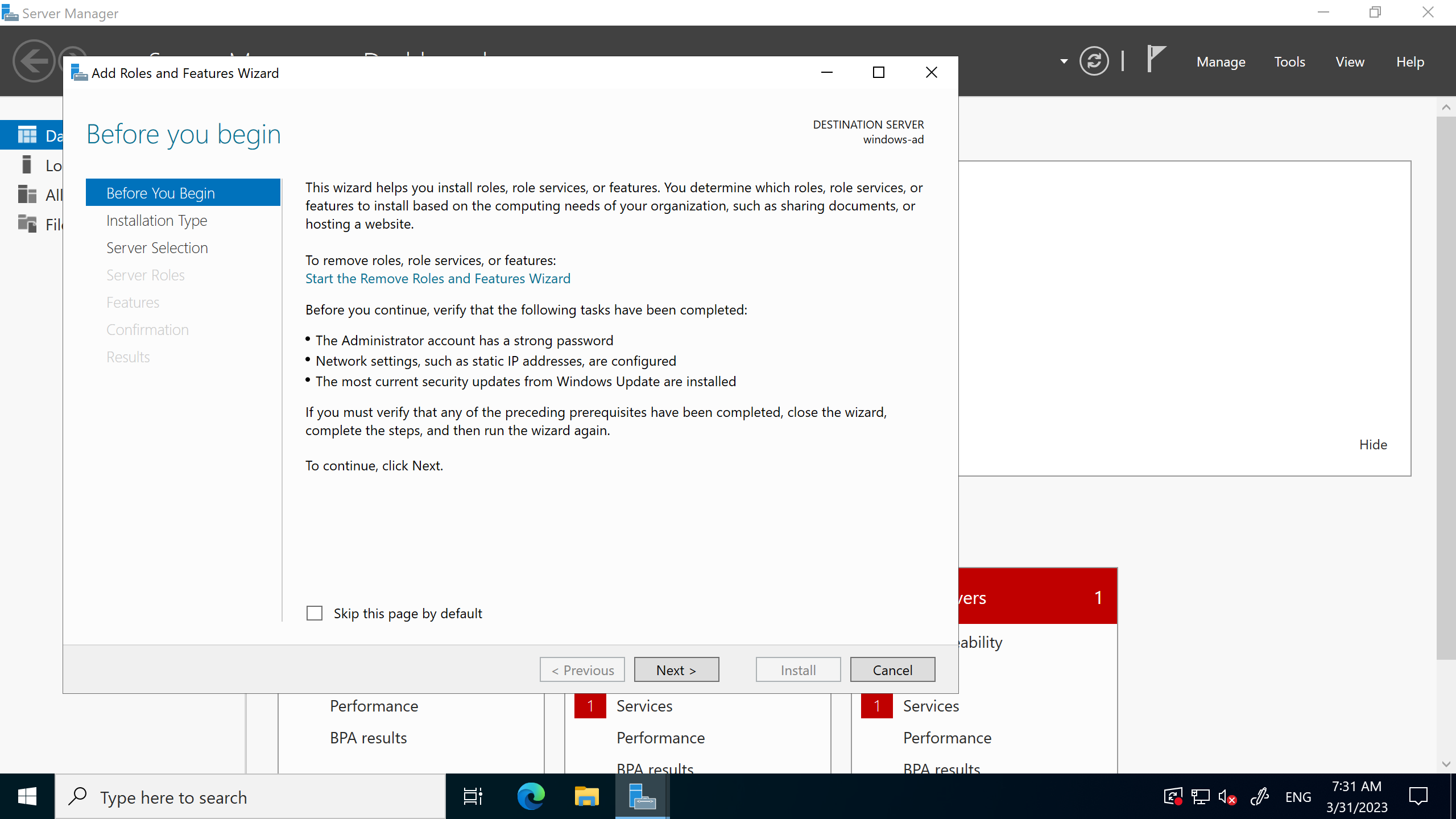
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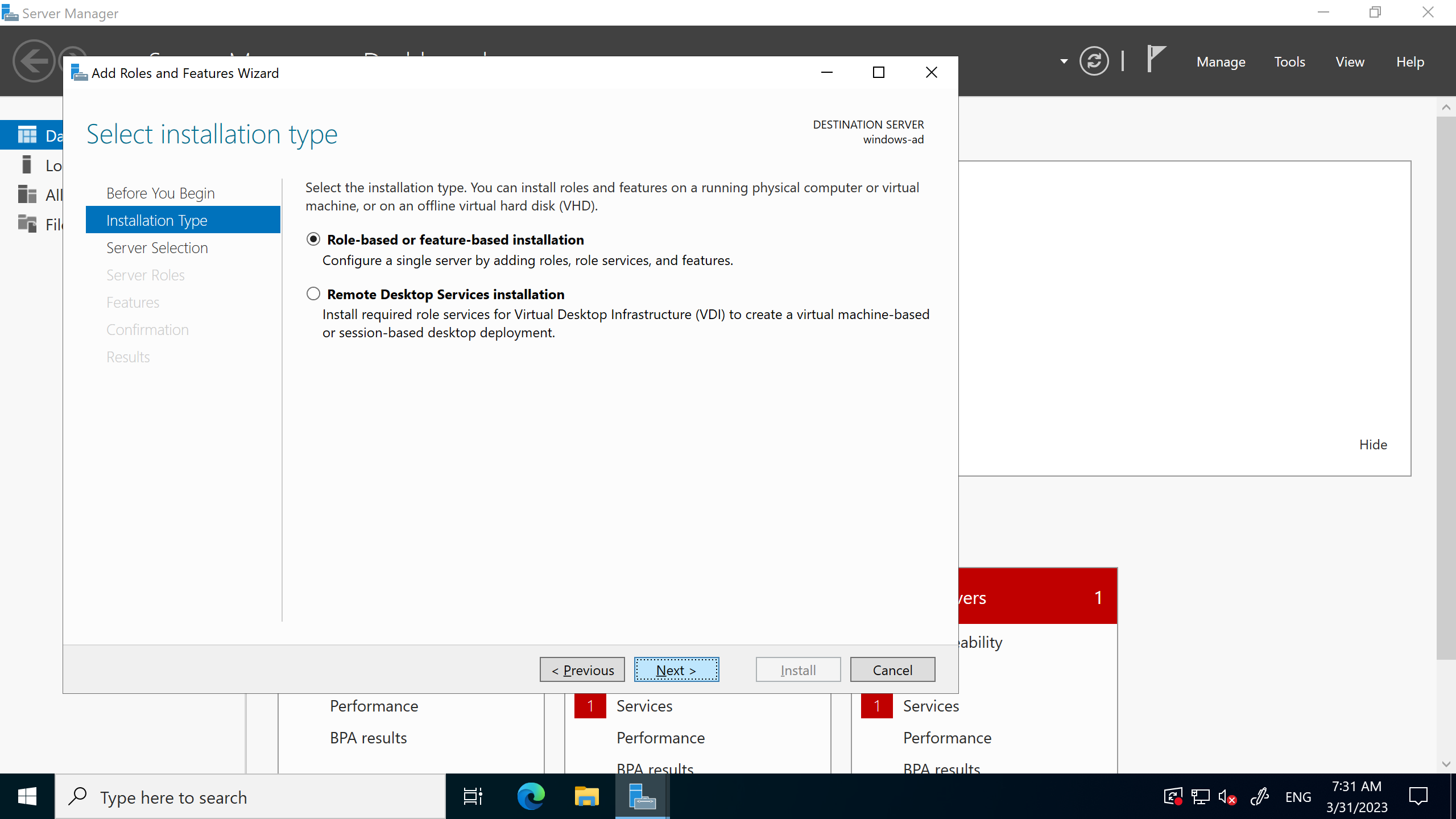
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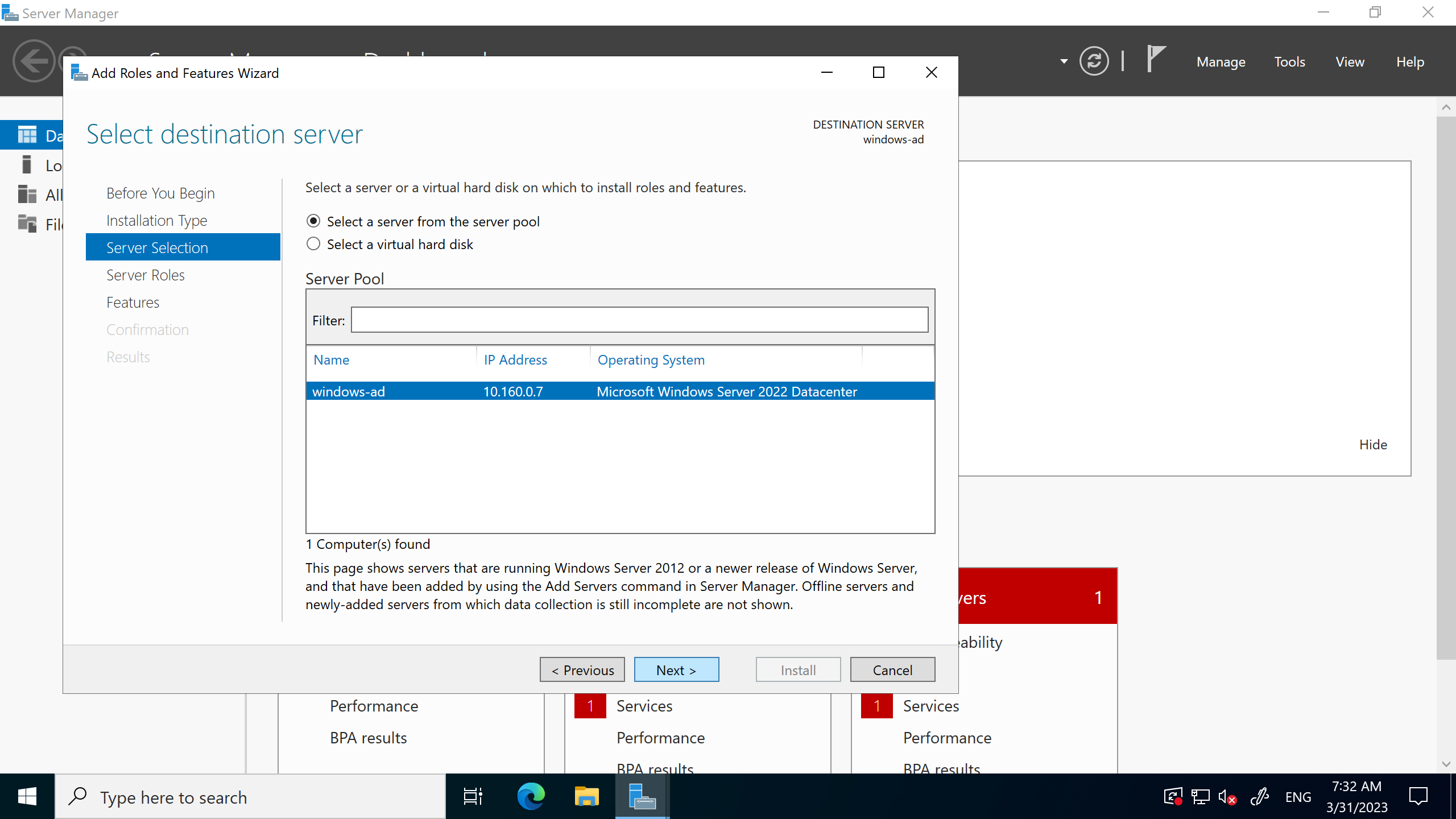
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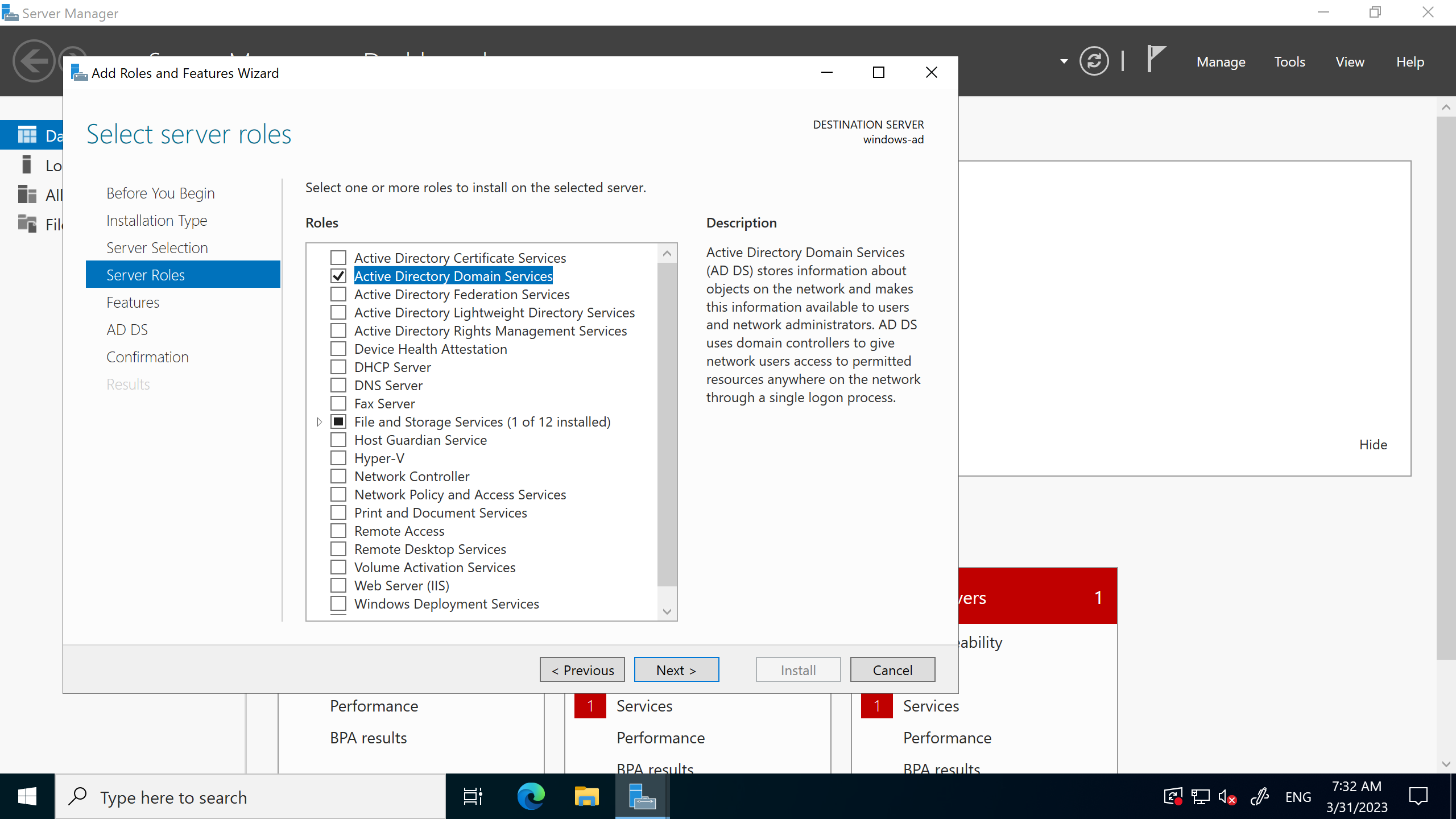
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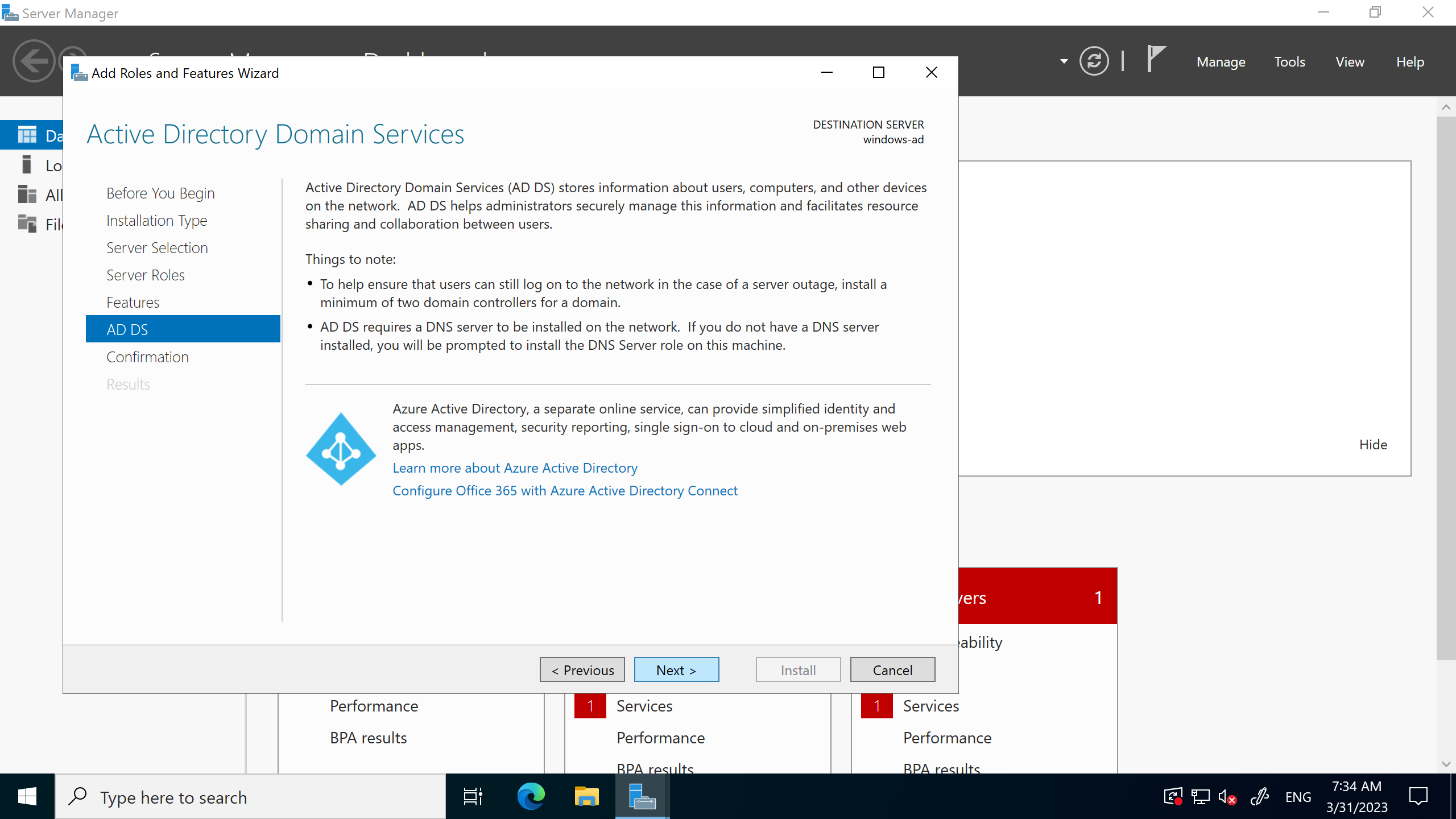
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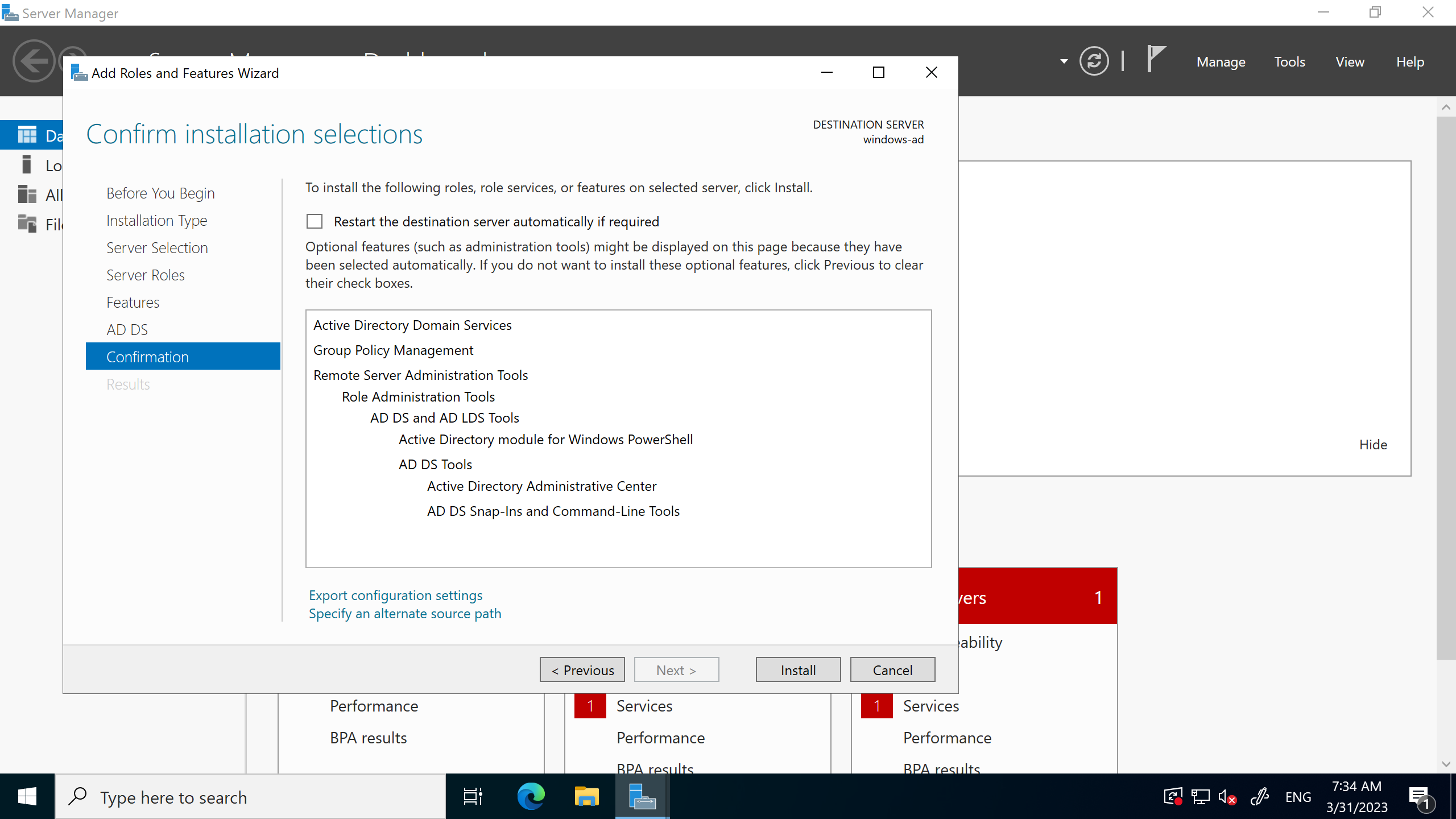
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# Step 1 -



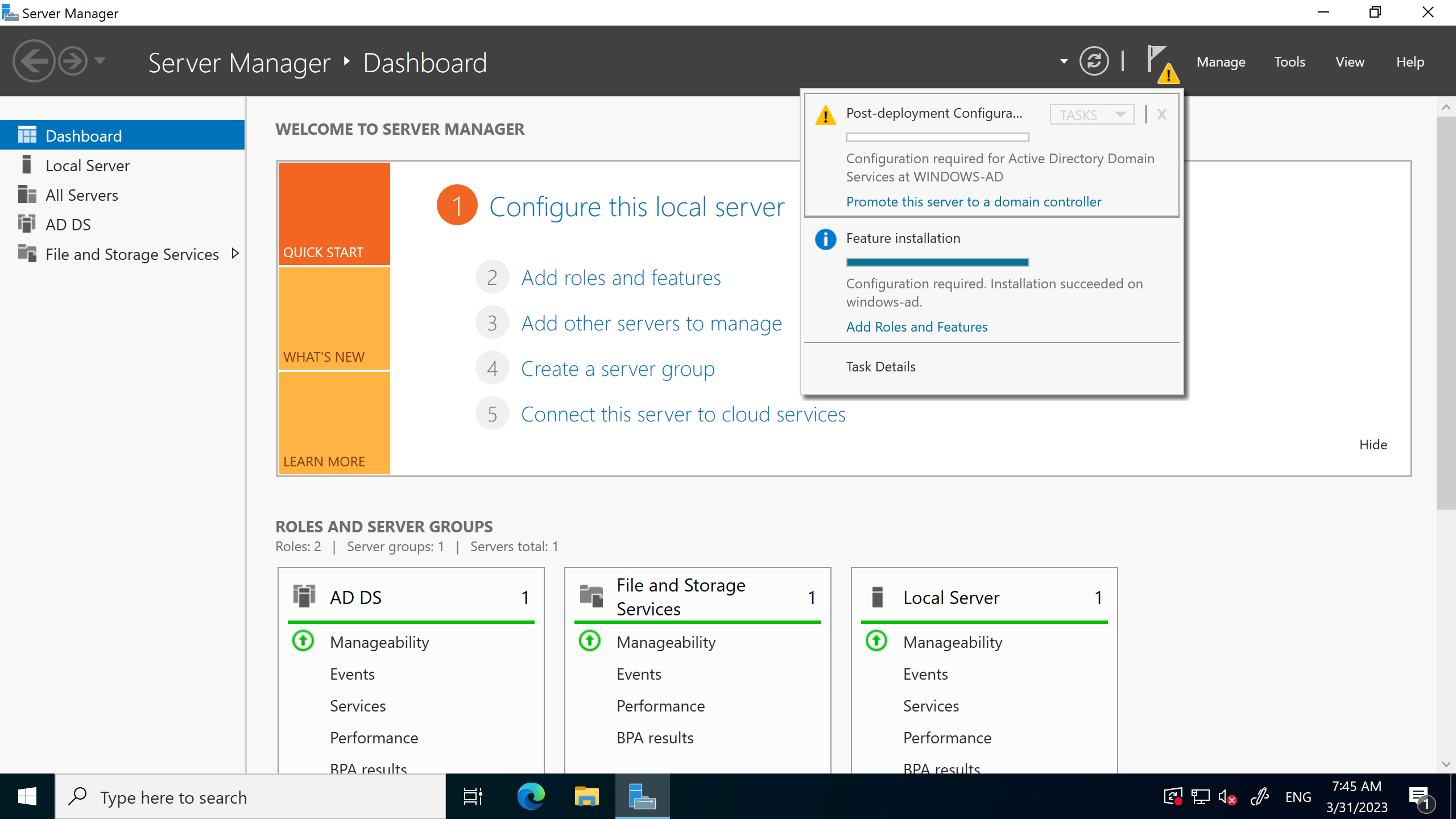
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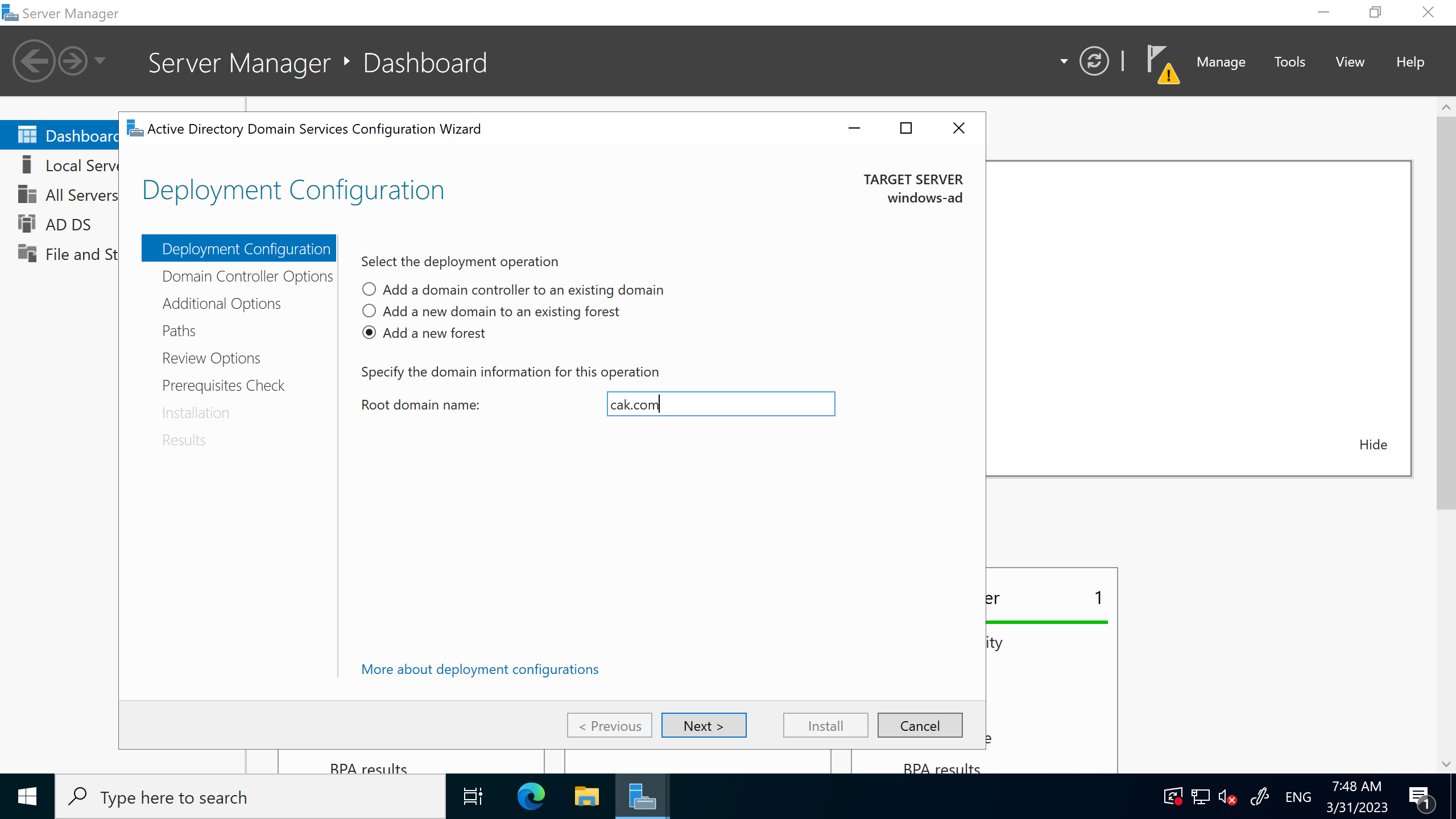
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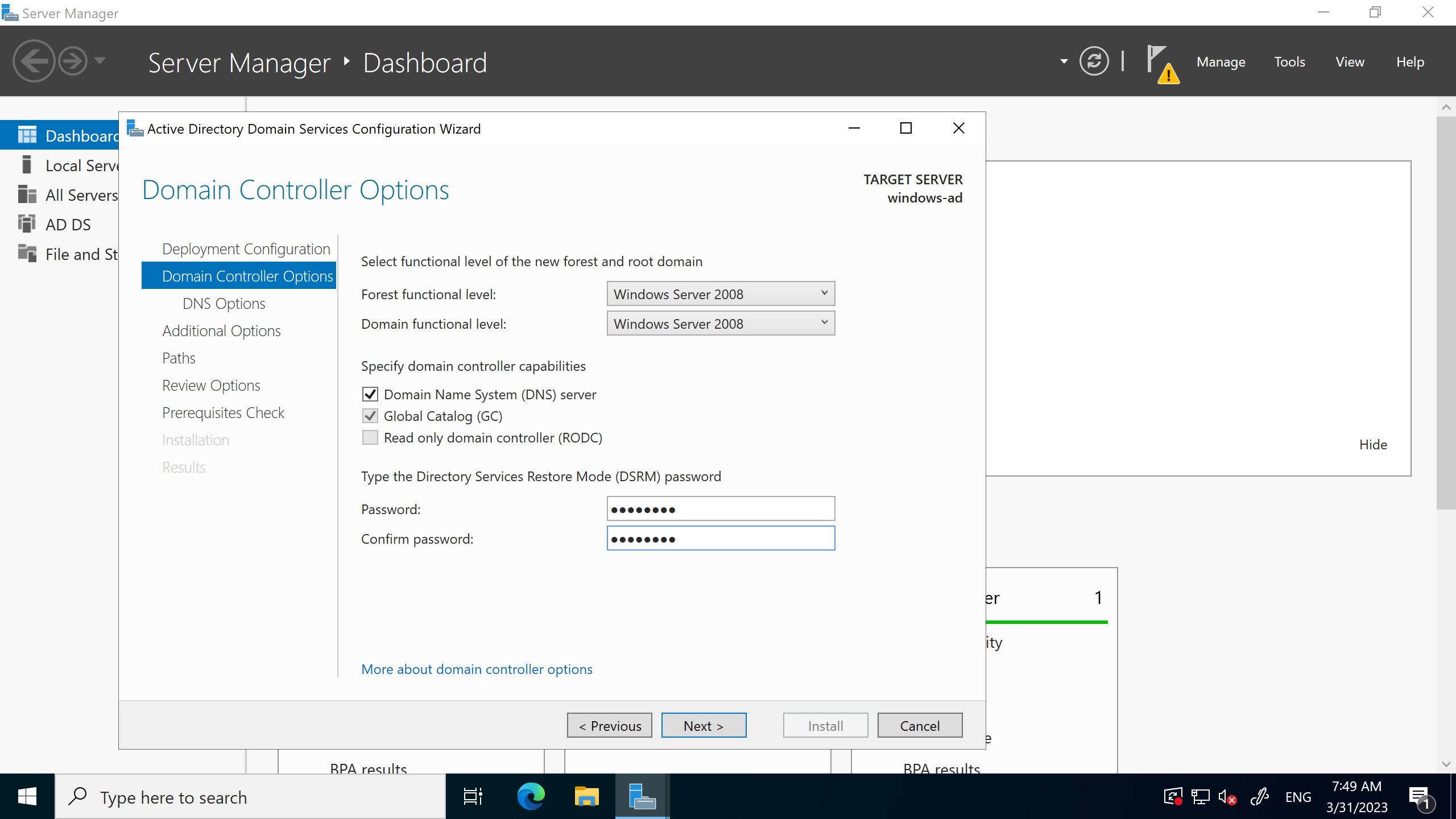
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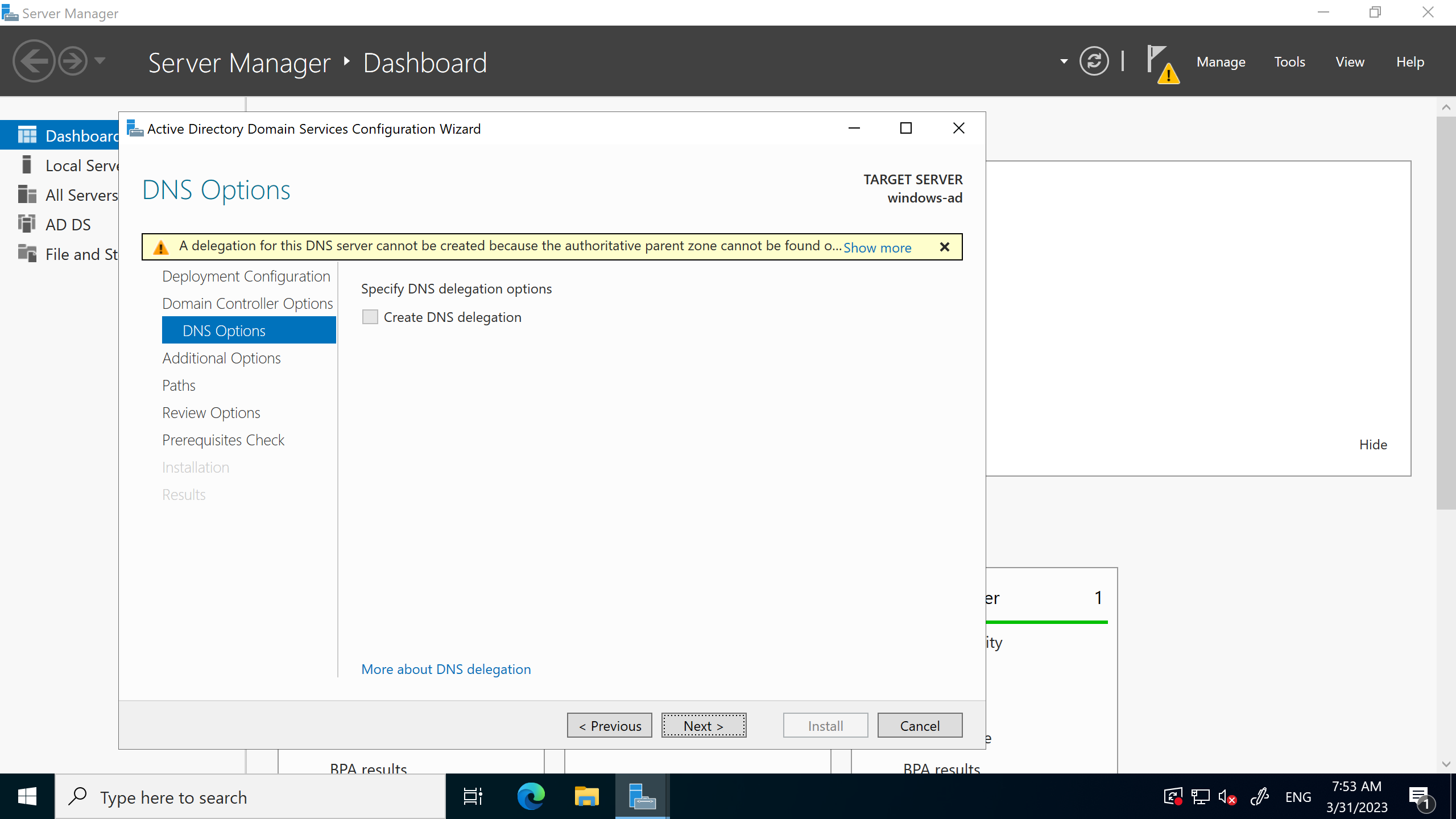
# Step 1 -



# Step 1 -



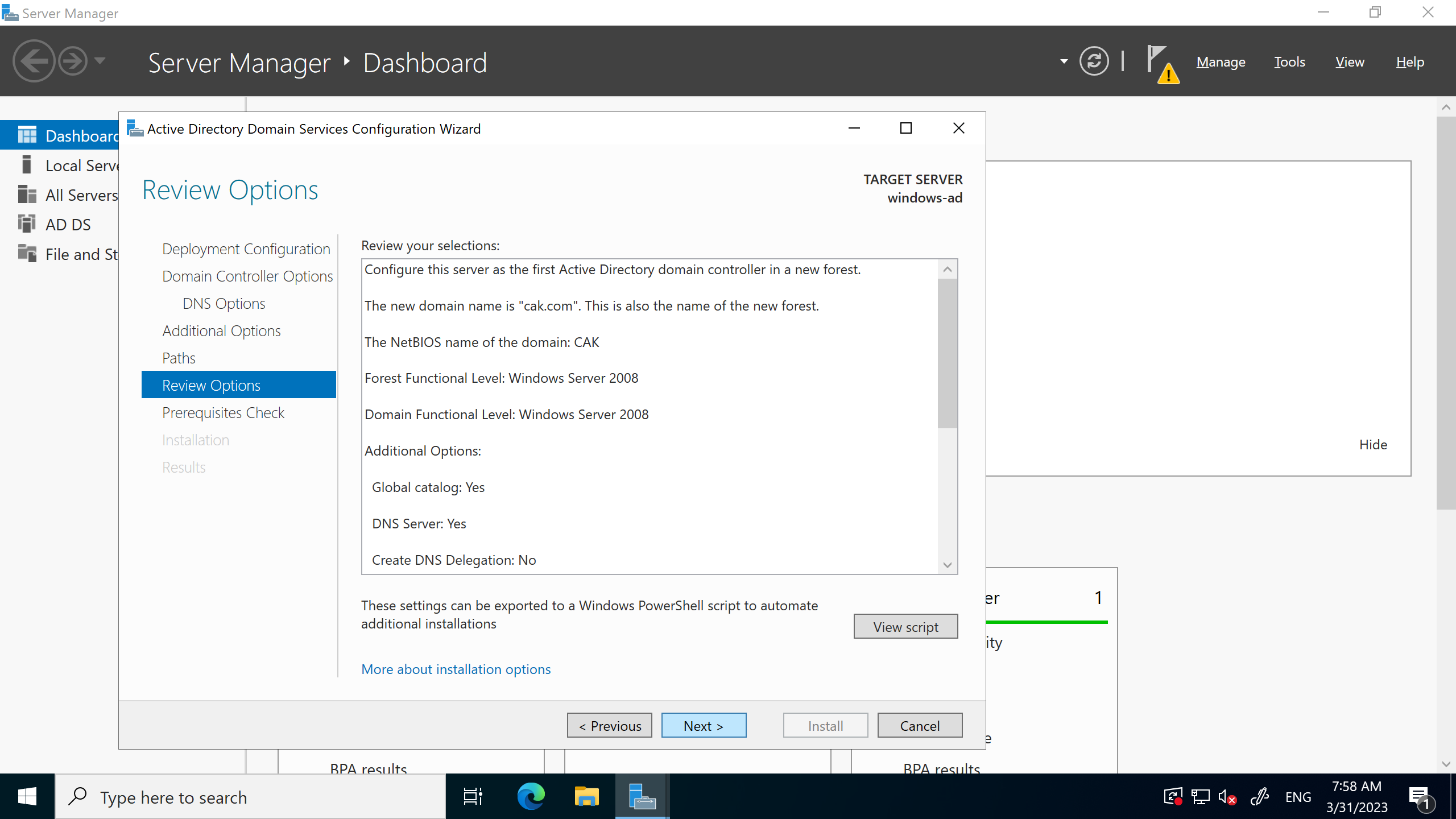
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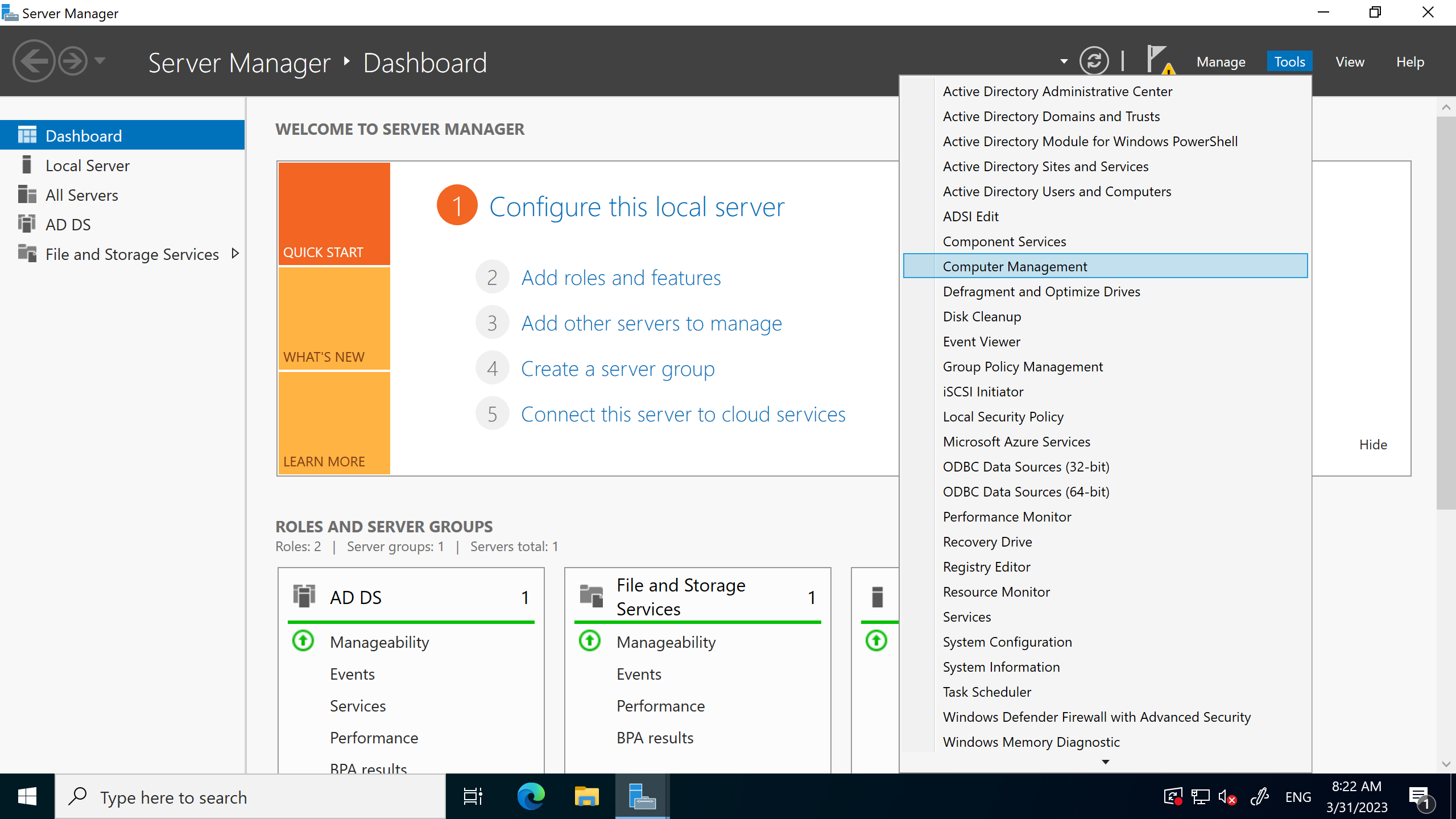
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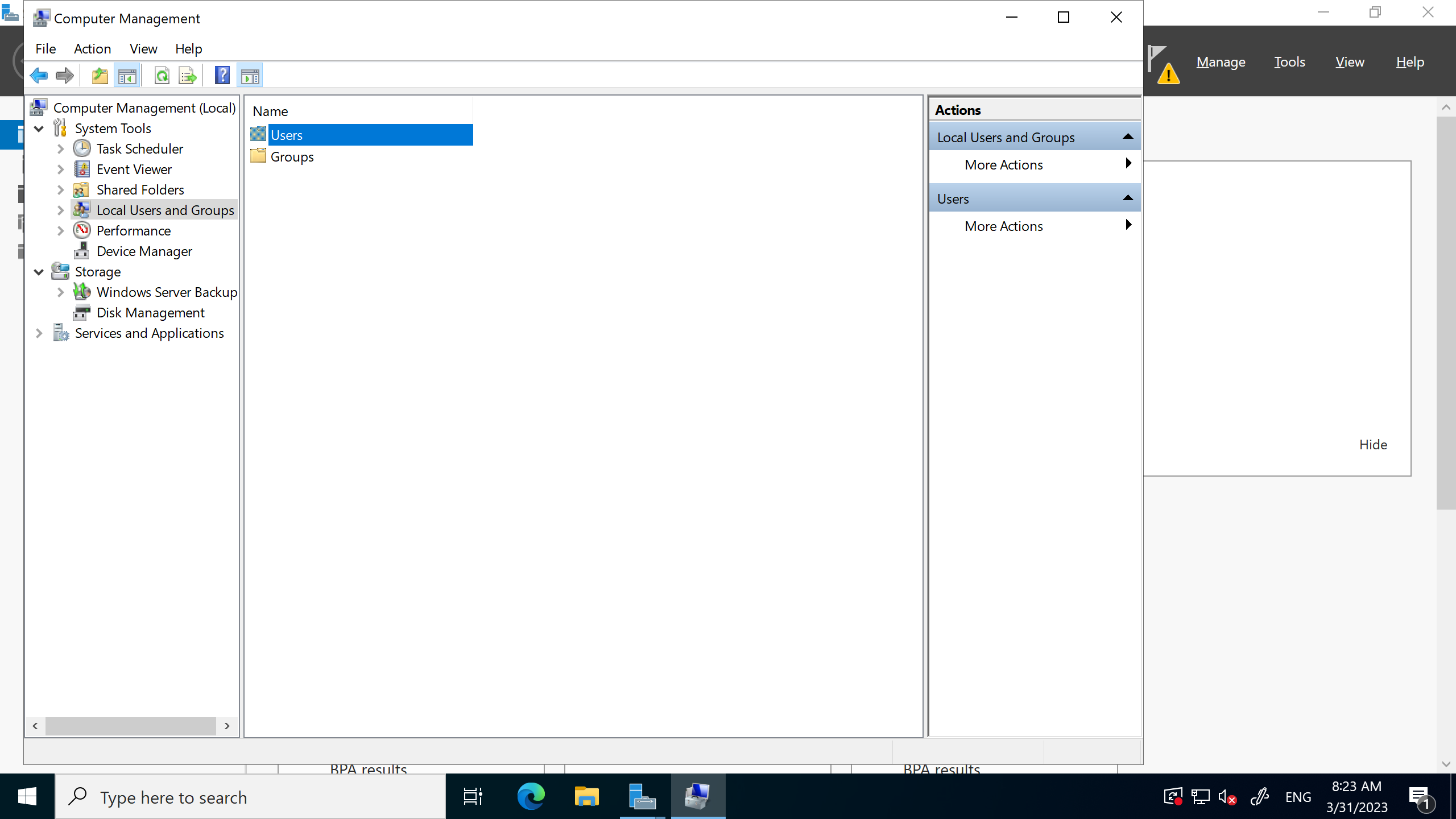
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# Step 1 -



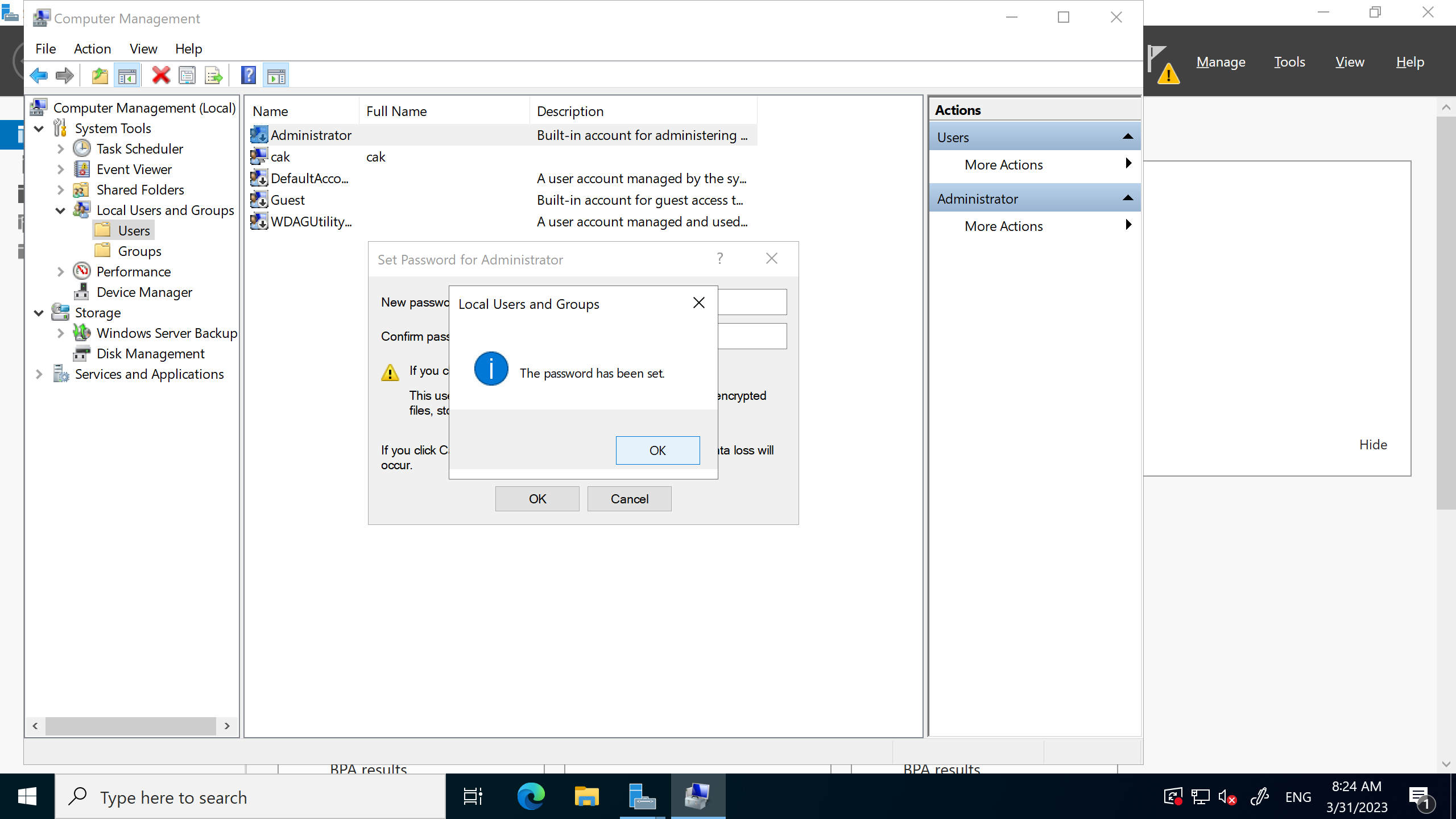
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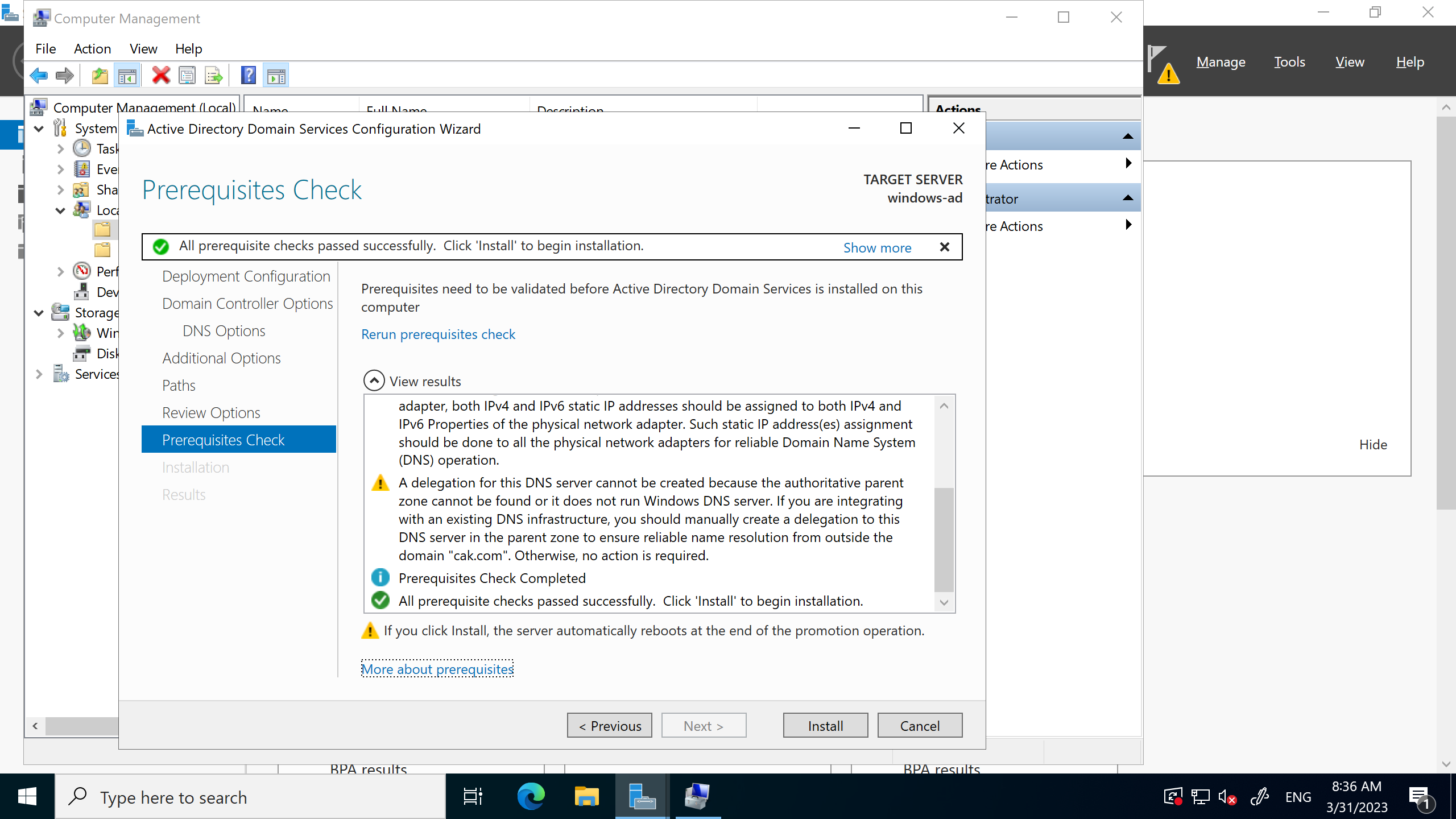
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# Step 1 -

# Outputs

* Activity status (Perform, test, troubleshoot, review).
* Document the hours spent to perform the entire activity.

# Exit Criteria

* Notify customer about the completion.
* Customers test the outcome and gives feedback.