

STANDARD OPERATING PROCEDURE

Professional SOP Test

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DOCUMENT CONTROL

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Distribution and Control

Important Note: This document is distributed to all relevant personnel and stakeholders. Printed copies of this document are considered uncontrolled. Always refer to the electronic version for the most current information.

Document Location: Electronic copies are maintained in the company document management system.

PURPOSE AND SCOPE

1. Purpose

This SOP demonstrates the professional PDF generation capabilities of ProcessAudit AI using Puppeteer and HTML templates.

2. Scope

This procedure applies to all testing scenarios for PDF generation validation.

3. Applicability

This Standard Operating Procedure applies to all personnel involved in the processes described herein. Compliance with this procedure is mandatory for all applicable staff members and must be followed consistently to ensure operational excellence and regulatory compliance.

RESPONSIBILITIES

QA Engineer

Responsible for testing PDF generation functionality

Development Team

Maintain and improve PDF generation system

General Responsibilities

All personnel are responsible for:

- Ensuring compliance with this SOP at all times
- Reporting any deviations or issues immediately to the process owner
- Participating in regular training and competency assessments
- Maintaining accurate records as specified in this procedure
- Following all safety and regulatory requirements
- Contributing to continuous improvement initiatives

PDF GENERATION TESTING

1 Validate Template Loading

Ensure HTML templates load correctly with proper formatting

Instructions:

- Check template file exists
- Validate CSS styles
- Test Handlebars compilation

EXPECTED OUTCOME

Template loads and compiles without errors

TIME ESTIMATE

10 minutes

QUALITY CHECKPOINTS

- No compilation errors
- Proper formatting applied

2 Generate Professional PDF

Use Puppeteer to convert HTML template to high-quality PDF

Instructions:

- Launch headless browser
- Render HTML content
- Apply print styles
- Generate PDF with proper margins

EXPECTED OUTCOME

Multi-page professional business document

TIME ESTIMATE

15 minutes

QUALITY CHECKPOINTS

- Proper page formatting
- Professional typography
- Correct page numbers