

GUIDE LINE FOR WRITING OPR

(COMPANY NAME)

OPR FOR (.....)

SUBJECT	(OPR for Print Excel file to PDF using Nitro PDF)
DEPARTMENT	(.....)
RECORDER (Name & Designation)	(.....)
APPROVEDBY (Name & Designation)	(HOD of the Department)
CREATED DATE	(.....)
LAST UPDATED	(MM/DD/YY)
PATH ON NETWORK FOLDER	(.....)
NO. OF PAGES INCLUDING THIS PAGE	(.....)

- Above information necessary to be include into every OPR
- **GUIDE LINE FOR WRITING OPR**
 1. Introduction
 2. Contents
 3. Process
 4. Include relevant process picture/ screen shots if available
 5. Simple to understand to every employee
 6. Explain in order (i.e. numbers / font size 12/ font style – Times New Roman / Topics need to be in bold/ Letter color black).
 7. Specify the updated area when the OPR update (existing OPR details and NO: that updated)
 8. Reference (can include the supporters name and discussion points)
 9. Send prepared OPR (in word document) to System Admin department for system update.
 10. Contents should be briefly explained under relevant subtopics.
- HOD has to approve every OPR of the department and send for CEO's final approval via Executive admin.
- OPR need to be submitted to the System admin department for final submission.
Note: OPR need to be converted to PDF for system upload.
- Always state the job role by designation not by individual name as personnel changes from time to time.