Standard Operating Procedure (SOP)

<Instrument Name>

1. Write the sections with font size 12
   1. Write sub sections by pressing TAB
   2. Go back to your previous section by pressing SHIFT+TAB
2. Include a section ‘Procedure’
   1. Write exactly the procedure that you are following to operate the instrument
   2. It should not be a copy from the instrument manual
3. Include a picture of the instrument with labels
   1. Make your pictures in the power point and paste it as “picture” in the word document
   2. Right click on the word document and select paste as picture
4. Include a ‘Precaution’ section based on your experiences
5. Include an ‘Important points’ section
6. Include an example (for e.g., picture of a wafer under optical microscope)
7. Keep the data sheet (if available) for the instrument inside the ‘docs’ folder of the instrument SOP folder

A picture containing microscope, indoor

Description automatically generated

Figure 1: Caption of your figure, fonts should be 11