

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Substantial Completion	6/6/24	1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
Substantial Completion			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
	PM	All Install Work Orders Completed	
	Field Techs		
What are the sequential steps?			
Step Description		Who is Responsible?	
All Equipment has been installed on Project Site		Field Tech	
All Trash/Boxes/Extra Equipment has been removed		Field Tech	
All Work Orders for Installation have been completed		PM	
All Final Equipment Install Checklists have been completed		Field Tech	
Project no longer requires Field Techs to perform installation work		PM	
System is operational		Field Tech	
What are the outputs [Defined Standards of Completion or Deliverables]			
Final Install Checklist Completed and turned in to PM			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
	PM	Schedule Final QC	