



Standard Operations Template

For Tests, Internal SOPs, or Competition Procedures

Compiled on 2018-01-28

Big Title at the Start of the Document

Contents

This document contains the following:

- A section about what people you'll need to perform this boilerplate procedure
- A section on how to modify this latex file to create a new procedure document

Personnel Required

The test operations team consists of seven personnel:

- 1 ☐ The **Person Writing a Procedure [AUTHOR]** writes a new procedure
- 2 ☐ The **People Editing the Procedure [EDITOR]** reads this new procedure and approves it before it is used
- 3 ☐ The **Person Performing the Procedure [PERFORMER]** Performs the actions laid out in the new procedure

Sign-Off

To be completed by all test personnel after reading and familiarization with procedures

- 1 ☐ **Person Writing a Procedure [AUTHOR]** _____
- 2 ☐ **People Editing the Procedure [EDITOR]** _____
- 3 ☐ **Person Performing the Procedure [PERFORMER]** _____

Prior to Start

- 1 ☐ Items to be completed before beginning procedure
- 2 ☐ Make sure the **AUTHOR** has a computer they can compile \LaTeX on, or has access to a website that can do so
- 3 ☐ Make sure the **EDITOR** has been asked to review a new procedure (or do this after, I'm not a cop, do what you want)
- 4 ☐ Make sure caffeine is available

How to Make a New Procedure

- 1 ☐ **AUTHOR** Copy this file (standard_template.tex) to a new latex file (extension .tex)
- 2 ☐ **AUTHOR** Change the Document Title and Section title (which will appear at the top of the first page).
- 3 ☐ **AUTHOR** Create the operators that you'll need for your procedure (use the operators macro, it's super helpful)
- 4 ☐ **AUTHOR** Add those operators to the Personnel Required and Sign-Off sections
- 5 ☐ **AUTHOR** Write your checklists (if you use multiple checklists, make sure to call `setcounter{checklistnum}{0}` after each to reset the line number).
- 6 ☐ **AUTHOR** Send to **EDITOR** for review
- 7 ☐ **EDITOR** Edit the document. Compile it, commit it, whatever. Send to **PERFORMER** so they can do the thing.
- 8 ☐ **PERFORMER** Do the thing in the procedure.