WATERLOO ROCKETRY

Standard Operations Template

For Tests, Internal SOPs, or Competition Procedures

Compiled on 2018-02-15

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 (this part is important, which is why there's a big red square on the right margin, so you can put one of those sticky note things there and flip to it easily).

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.