OF0011 – Safe Operating Procedure Template

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|  | Amendment Record | **Issue #: 1** |
| **Issue Date: 10/09/2018** |

| **Rev. #** | **Date** | **Details** | | **Description of Changes** | **Prepared By** | **Approved by** |
| --- | --- | --- | --- | --- | --- | --- |
| Section # | Para. # |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

SOP\*\*\*\*\* - \*\*\*\*\*

# Table of Contents

Table of Contents 1

Amendment Record 1

1. Scope 2

2. Responsibilities 2

3. Approved Equipment/Consumables/Personal Protective Equipment 2

4. Procedure 2

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## Scope

This procedure details the safe method of \*\*\*\*\*\*

## Responsibilities

|  |  |
| --- | --- |
| **Responsible** | **Task** |
| Cleaning Technician | Actual Operation |
| Site or Service Unit Team Leader | General Oversight of operation and job Audit |
| Operations Supervisors | Audit of operations of Site and Service unit team leaders and technicians |
| Branch/Area Manager | Audit of Control of operations and Division team leaders |
| General Manager and Operations Manager | Responsible for setting up and monitor safe procedure |

## Approved Equipment/Consumables/Personal Protective Equipment

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| --- |
| **Approved Consumables** |
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|  |
|  |
| **Approved Equipment** |
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## Procedure