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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG**[Division/Department]**  Date:  Version:  Review Date:  Authorised by:  **STANDARD OPERATING PROCEDURE**  [TITLE Machinery/Equipment/Operation] |

[Insert picture]

1. **INTRODUCTION**

[Scope]

[Description of plant]

1. **REQUIREMENTS**

**2.1 Training/Licensing**

**2.2 Personal Protective Equipment**

**2.3 Other**

1. **WARNINGS/SPECIAL REQUIREMENTS**
2. **OPERATION**

**4.1 Start Up**

**4.2 During Operation**

**4.3 Shut Down**

1. **MAINTENANCE**

**5.1 Operator**

[Daily/Prior to Use]]

[Monthly]

[Annually]

**5.2 Maintenance/Manufacturer**

1. **TROUBLE SHOOTING**
2. **EMERGENCY**
3. **REFERENCES**

**8.1 Legislation**

**8.2 Codes and Standards**

**8.3 University Requirements/Guidance**