# Standard Procedure Builder

OM-06A | Chapter 14 | Owner and Manager | Version 1.0

Write one procedure for one recurring job. Test it with the person who will use it and revise any step that is unclear.

Write in the spaces or click a blank field to type in Word.

| Procedure title and location | Owner and revision date |
|---|---|
| | |

**When the job is done and who is authorized**

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**Required supplies, equipment, and safety precautions**

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| Order | Action | Finished standard or check |
|---|---|---|
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**Who checks the result and how completion is recorded**

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**When to stop and whom to call**

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**Next review date and approved by**

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