

Standard Operating Procedures For Property Management

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writing standard operating procedures can be problematic i recently was involved in writing operating procedures for 30 machines the process was more difficult than it needed to there were a number of interested parties each who wanted input into the sop each dept seemed to have its own silo or empire after completing the task i looked for existing publications on how to write sop and what should be in them there were none that i could find useful i started from the ground and determined what should be in an sop safety record keeping start up monitoring product safety quality shutdown cleaning inspection while cleaning preventative maintenance predictive maintenance theory error messages trouble shooting training and assessment plans and training simulators from there it seemed logical to adopt a tree structure or

scaffolding this would allow any medium type to be included into and sop it would allow existing documents to be referred to avoid the need to re write anything just to put it into the sop this structure allowed the use of a number of existing technologies for writing it also linked into the unit standards for training all the various silos from other dept can be incorporated because we link to the various documents fro each dept training plans and job training cards can also be very easily made the book is aimed at those who wish to learn or improve how to write standard operating pro

pharmaceutical biotechnology and life sciences companies rely on standard operating procedures sops to ensure the quality and safety of their products and services but in many cases these documents themselves lack quality you don t need to spend months creating a solid set of documented operating procedures for your organization and you don t need to spend thousands of dollars hiring professionals to write procedures this newest addition to the practical office guide series provides you with a blueprint to get you started today toward the creation of a set of high quality operating procedures

centuries ago sun tzu wrote know the enemy as you know yourself the urgency of this maxim is even greater today a commander who boldly determines without knowledge of the enemy or the battleground to close tit the doe and destroy him wherever he might be is like a boxer who is in the ring blindfolded this book is written primarily for commanders because intelligence is for commanders intelligence is not an academic exercise nor is it an end in itself the prime purpose of intelligence is to help the commander make a decision and thereby to proceed more accurately and more confidently with the accomplishment of his mission on the military intelligence branch history reading list 2012

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