

# DOCUMENT CONTROL SOP FOR MACHINES

**SOP NO.** \_\_\_\_\_

**DATE** \_\_\_\_\_

**WRITTEN BY** \_\_\_\_\_



## **PURPOSE:**

The purpose of this SOP is to establish a consistent and controlled method for documenting changes made to machines.

## **SCOPE & RESPONSIBILITY:**

- This SOP applies to all machines in the facility.
- The person responsible for this SOP is the Quality Manager.

## **PROCEDURE:**

1. When a change is made to a machine, the machine's documentation (schematic, drawing, PLC program, etc.) must be updated to reflect the change.
2. The person responsible for making the change must update the documentation and submit it to the Quality Manager for review and approval.
3. The Quality Manager will review the documentation and, if necessary, make changes. Once the documentation has been approved, it will be filed in the machine's file.
4. Any changes made to the machine without prior approval from the Quality Manager may result in disciplinary action.

# Standard Operating Guide

**G Thomas**



## **Standard Operating Guide:**

**Standard Operating Procedure A Complete Guide - 2019 Edition** Gerardus Blokdyk, 2019-06-18 Will the operator have any responsibility to develop standard operating procedures for the facilities Are written standard operating procedures SOPs for each machine available and executed by all employees Does the facility have standard operating procedures for employees responding to alarm activations during operating hours and after hours Are organization specific biosafety manual Standard Operating Procedures SOP prepared and adopted as policy What are the expected contents of the Standard Operating Procedures This one of a kind Standard operating procedure self assessment will make you the credible Standard operating procedure domain standout by revealing just what you need to know to be fluent and ready for any Standard operating procedure challenge How do I reduce the effort in the Standard operating procedure work to be done to get problems solved How can I ensure that plans of action include every Standard operating procedure task and that every Standard operating procedure outcome is in place How will I save time investigating strategic and tactical options and ensuring Standard operating procedure costs are low How can I deliver tailored Standard operating procedure advice instantly with structured going forward plans There s no better guide through these mind expanding questions than acclaimed best selling author Gerard Blokdyk Blokdyk ensures all Standard operating procedure essentials are covered from every angle the Standard operating procedure self assessment shows succinctly and clearly that what needs to be clarified to organize the required activities and processes so that Standard operating procedure outcomes are achieved Contains extensive criteria grounded in past and current successful projects and activities by experienced Standard operating procedure practitioners Their mastery combined with the easy elegance of the self assessment provides its superior value to you in knowing how to ensure the outcome of any efforts in Standard operating procedure are maximized with professional results Your purchase includes access details to the Standard operating procedure self assessment dashboard download which gives you your dynamically prioritized projects ready tool and shows you exactly what to do next Your exclusive instant access details can be found in your book You will receive the following contents with New and Updated specific criteria The latest quick edition of the book in PDF The latest complete edition of the book in PDF which criteria correspond to the criteria in The Self Assessment Excel Dashboard Example pre filled Self Assessment Excel Dashboard to get familiar with results generation In depth and specific Standard operating procedure Checklists Project management checklists and templates to assist with implementation INCLUDES LIFETIME SELF ASSESSMENT UPDATES Every self assessment comes with Lifetime Updates and Lifetime Free Updated Books Lifetime Updates is an industry first feature which allows you to receive verified self assessment updates ensuring you always have the most accurate information at your fingertips U.S. ARMY AEROMEDICAL EVACUATION CRITICAL CARE FLIGHT PARAMEDIC STANDARD MEDICAL OPERATING GUIDELINES (2023-2024) U.S. Army ,2022-12-31 CONTENTS 1 U S ARMY AEROMEDICAL EVACUATION CRITICAL CARE

FLIGHT PARAMEDIC STANDARD MEDICAL OPERATING GUIDELINES CY23 Version Published January 2023 318 pages 2  
TCCC Guidelines for Medical Personnel 15 December 2021 19 pages 3 JTS Clinical Practice Guidelines 2 260 total pages  
current as of 19 September 2023 INTRODUCTION The SMOG continues to go through significant improvements with each  
release as a result of the collaboration of Emergency Medicine professionals experienced Flight Medics Aeromedical  
Physician Assistants Critical Care Nurses and Flight Surgeons There has been close coordination in the development of these  
guidelines by the Joint Trauma System and the Defense Committees on Trauma Our shared goal is to ensure the highest  
quality en route care possible and to standardize care across all evacuation and emergency medical pre hospital units It is  
our vision that all of these enhancements and improvements will advance en route care across the services and the  
Department of Defense Unit medical trainers and medical directors should evaluate Critical Care Flight Paramedics CCFP  
ability to follow and execute the medical instructions herein These medical guidelines are intended to guide CCFPs and  
prehospital professionals in the response and management of emergencies and the care and treatment of patients in both  
garrison and combat theater environments Unit medical providers are not expected to employ these guidelines blindly Unit  
medical providers are expected to manipulate and adjust these guidelines to their unit s mission and medical air crew  
training experience Medical directors or designated supervising physicians should endorse these guidelines as a baseline  
appropriately adjust components as needed and responsibly manage individual unit medical missions within the scope of  
practice of their Critical Care Flight Paramedics Enroute Critical Care Nurses and advanced practice aeromedical providers  
The medication section of this manual is provided for information purposes only CCFPs may administer medications only as  
listed in the guidelines unless their medical director and or supervising physician orders a deviation Other medications may  
be added so long as the unit supervising physician and or medical director approves them This manual also serves as a  
reference for physicians providing medical direction and clinical oversight to the CCFP Treatment direction which is more  
appropriate to the patient s condition than the guideline should be provided by the physician as long as the CCFP scope of  
practice is not exceeded Any medical guideline that is out of date or has been found to cause further harm will be updated or  
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guidance and is in compliment to other Department of Defense and Department of the Army policies regulatory and doctrinal  
guidance Nothing herein overrides or supersedes laws rules regulation or policies of the United States DoD or DA **2020**  
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Jones,2020-06-16 CONTENTS 1 U S ARMY MEDEVAC CRITICAL CARE FLIGHT PARAMEDIC STANDARD MEDICAL

OPERATING GUIDELINES CY20 Version Published January 2020 278 pages 2 TCCC Guidelines for Medical Personnel 1 August 2019 24 pages 3 Joint Trauma System Clinical Practice Guideline Special Edition v2.0 Management of COVID 19 in Austere Operational Environments Prehospital Prolonged Field Care 28 May 2020 40 pages 4 DoD C 19 PRACTICE MANAGEMENT GUIDE Clinical Management of COVID 19 124 pages 5 COVID 19 Considerations in the Deployed Setting Presentation 27 May 2020 35 pages INTRODUCTION The STANDARD MEDICAL OPERATING GUIDELINES SMOG continues to go through significant improvements with each release as a result of the collaboration of Emergency Medicine professionals experienced Flight Medics Aeromedical Physician Assistants Critical Care Nurses and Flight Surgeons There has been close coordination in the development of these guidelines by the Joint Trauma System and the Defense Committees on Trauma Our shared goal is to ensure the highest quality en route care possible and to standardize care across all evacuation and emergency medical pre hospital units It is our vision that all of these enhancements and improvements will advance en route care across the services and the Department of Defense Unit medical trainers and medical directors should evaluate Critical Care Flight Paramedics CCFP ability to follow and execute the medical instructions herein These medical guidelines are intended to guide CCFPs and prehospital professionals in the response and management of emergencies and the care and treatment of patients in both garrison and combat theater environments Unit medical providers are not expected to employ these guidelines blindly Unit medical providers are expected to manipulate and adjust these guidelines to their unit's mission and medical air crew training experience Medical directors or designated supervising physicians should endorse these guidelines as a baseline appropriately adjust components as needed and responsibly manage individual unit medical missions within the scope of practice of their Critical Care Flight Paramedics Enroute Critical Care Nurses and advanced practice aeromedical providers The medication section of this manual is provided for information purposes only CCFPs may administer medications only as listed in the guidelines unless their medical director supervising physician orders a deviation Other medications may be added so long as the unit supervising physician and or medical director approves them This manual also serves as a reference for physicians providing medical direction and clinical oversight to the CCFP Treatment direction which is more appropriate to the patient's condition than the guideline should be provided by the physician as long as the CCFP scope of practice is not exceeded Any medical guideline that is out of date or has been found to cause further harm will be updated or deleted immediately The Medical Evacuation Concepts and Capabilities Division MECCD serves as the managing editor of the SMOG and are responsible for content updates managing the formal review process and identifying review committee members for the annual review The Standard Medical Operating Guidelines are intended to provide medical procedural guidance and is in compliment to other Department of Defense and Department of the Army policies regulatory and doctrinal guidance Nothing herein overrides or supersedes laws rules regulation or policies of the United States DoD or DA

**A Leadership Guide for Combination Fire Departments** Fred C. Windisch, Fred C.

Crosby, 2008 A must have for every combination fire department leader Leading a combination fire department is one of the greatest challenges a fire chief can face To successfully lead this type of organization fire chiefs must recognize the unique difficulties inherent in combination systems and overcome them by applying lessons learned from other chiefs who have faced similar challenges Authored by a team of seasoned fire service leaders and modeled after the Chief Fire Officer's Desk Reference A Leadership Guide for Combination Fire Departments is a compilation of the best practices and lessons learned through experience It is designed to provide chief and officer level personnel with the tools necessary to lead today's combination service department

**Standardizing Standard Operating Procedures** Jerry Isenhour, 2017-08-24 Standard operating procedures SOPs and standard operating guidelines SOGs are invaluable to businesses of all sizes From a multinational corporation to a start up any organization can benefit from clearly written and communicated SOPs and SOGs SOPs are so important but writing them can seem like a daunting task How do you convey so much information without errors or misunderstandings Entrepreneur and business coach Jerry Isenhour understands the difficulties He also understands the rewards a working SOP program can deliver He has done so for his own businesses in the service retail and manufacturing segments He has consulted with numerous management teams to assist them in producing theirs Now he wants to help you perfect your own SOP writing skills for your business Isenhour uses his experience as the chief executive officer along with his expertise as a business coach and consultant to share both the theory and practicalities behind SOPs He covers how to start the SOP process form a priority list test the SOP elicit team feedback implement and distribute the SOP evaluate its effectiveness in the workplace troubleshoot any points of confusion and use it to make your organization a success With this new guide take your company communications to the next level

[HR Operating Guide for Singapore Corporations](#) Joshua Ho, 2016-06-07 The HR Operating Guide for Singapore Corporations is a handy guide for any organization to not only handle its HR function but embrace its essential nature The Guide offers readers with standard operating procedures for the HR department which includes the obvious responsibilities for payroll administration central provident fund tax obligations government paid parenthood leave schemes and employment of foreign workers The book includes definitions steps real world examples current rates and statistics and guidelines to make each concept practical and implementable

**Fire Officer's Guide to Occupational Safety & Health** Ron Kanterman, 2019-02-22 There has to be accountability at every level of the organization from the chief to the rookie Company officers have to step up and remind those under their command of safe operations and related procedures Accountability at all levels is key to the success of any program and it's the key to survival when it comes to firefighter safety Chief Ron Kanterman's Fire Officer's Guide to Occupational Safety Health is a guide to safe operations and a healthy work force Who needs this book Fire chiefs fire officers incident safety officers and health and safety officers Why To gain the tools they need to operate the department within some acceptable parameters of safety and occupational health Ask yourself these questions Have you made firefighter

safety and health a primary value of your organization Is there a culture of safety in your fire department Do the chief and line officers walk the walk and talk the talk Key concepts and resources Risk management Personnel protection protecting the protectors Scene safety The 16 Life Safety Initiatives and The Courage to be Safe Everyone Goes Home program Training Occupational safety and health Fitness Codes and standards that dictate and or assist within the genre of health and safety

*Suggested Guide for Fire Service Standard Operating Procedures* Merl Gillett, Simon L. Hertzler, Bureau of Occupational and Adult Education, 1978 Suggested guidelines for the development of fire service standard operating procedures are presented in this document Section topics are as follow chain of command communication emergency response apparatus fire service training disaster response aircraft fire safety mutual aid national reporting system example reporting forms example mutual aid agreements example standard operating procedure example rules and regulations information on hazardous cargoes and spills and suggested records annual hose statement community resident information monthly vehicle inspection report and training report *Best Practices for Writing Standard Operating Procedures (SOPs)* Atul Mathur, 2024-05-16 Standard Operating Procedures SOPs serve as the cornerstone of Good Manufacturing Practice GMP and quality systems within the pharmaceutical industry Organizations generate numerous SOPs to uphold the quality and safety standards of their products and services However these documents often lack quality Typically SOPs are wordy confusing and complicated Professionals tasked with writing SOPs usually possess extensive knowledge of their subject matter but often lack training in technical writing skills As a result the quality of SOPs suffers *Best Practices for Writing Standard Operating Procedures* SOPs offers a comprehensive guide to enhance your SOP writing skills and improve the quality of these critical documents *Structural Firefighting* Bernard J. Klaene, 2015-01-02 Safe and effective structural firefighting requires a complex thought process It is not a simple matter of how to Decisions depend on many factors from the type of building to the likelihood of occupancy to the water supply The third edition of *Structural Firefighting Strategy and Tactics* leads readers through all phases of planning evaluation and implementation to enable them to effectively manage structure fire incidents safe and effective manner regardless of size or complexity The third edition has been revised to thoroughly cover the practical applications and limitations of the latest research from Underwriters Laboratories UL and National Institute of Standards and Technology NIST as well as Discussion of actual recent fire incidents and what can be learned from them Updated statistical information and coverage of the latest applicable standards Use of real world examples to reinforce chapter concepts Student exercises based on practical and real scenarios By applying the principles described in *Structural Firefighting Strategy and Tactics Third Edition* even the most experienced fire officers and incident commanders will be able to utilize their knowledge more effectively at the scene *The Complete Guide to Public Safety Cycling* International Police Mountain Bike Association, 2007 The use of bicycles by police EMS and security personnel continues to grow along with increased awareness of the benefits of an extremely mobile team of first responders While the reasons for

implementing a bicycle unit may vary the goal of each agency is the same to provide assistance to those who need it as quickly safely and effectively as possible In the past officers and agencies seeking to get a public safety bike unit rolling had to look far and wide to assemble the necessary information The Complete Guide to Public Safety Cycling is the single comprehensive source of in depth information on starting a bike unit or enhancing an established bike unit with tactical and technical tips on everything from basic equipment needs to detailed insights on policy maintenance training legal issues and much more *The Fire Chief's Handbook, 7th Edition* Richard A. Marinucci, 2015-04-17 The Fire Chief's Handbook 7th Edition continues Fire Engineering's 82 year tradition of publishing the definitive resource for advanced fire service training The text has been completely updated to meet the changing environment and added responsibilities of the fire service Returning authors have rewritten their chapter to address today's leadership and administrative concerns while new authors are also introduced to offer new perspectives This comprehensive guidebook is designed for firefighters company officers and chief officers of all ranks and department types who want the latest information on the fundamentals of leadership in the fire service as well as managing the day to day operations of a fire department *Writing Guide for Standard Operating Procedures* Department of Homeland Security. Office for Interoperability and Compatibility. SAFECOM., 2008\* [A Guide to Federal Terms and Acronyms](#) Don Philpott, 2017-12-20 Navigating government documents is a task that requires considerable knowledge of specialized terms and acronyms This required knowledge nearly amounts to knowing a completely different language To those who are not fluent the task can be overwhelming as federal departments fill their documents with acronyms abbreviations and terms that mean little or nothing to the outsider Would you be able to make sense of a document that described how the COTR reports to the CO regarding compliance with FAR GPRA SARA and FASA This is a common procedure in government contracting Would you have any clue what was being referred to if you came across MIL STD 129P It is the new standard for Military Shipping Label Requirements The sheer number of such terms makes mastering them nearly impossible But now these terms and their definitions are within reach This new edition of *A Guide to Federal Terms and Acronyms* presents a glossary of key definitions used by the federal government It is updated to include new acronyms and terminology from various federal government departments It covers the most common terms acronyms and abbreviations used by each major agency presenting definitions and explanations in a user friendly and accessible way This is an essential tool for anyone who works with federal government information **Elevator and Escalator Rescue, 2nd Ed** Theodore Jarboe, John O'Donoghue, 2019-02-22 The long awaited second edition of *Elevator Escalator Rescue* A Comprehensive Guide from Theodore Jarboe John O Donoghue is written by firefighters for firefighters and contains important information for technical rescue members training officers and fire company members alike This book details the risks involved in elevator and escalator rescues and how to face them successfully Key Features A comprehensive guide for dealing with elevator and escalator emergencies including a complete review and updating of all chapters Coverage spanning

the evolution of elevators from their most primitive stages to include today's high tech innovations modular wind turbine pneumatic and destination control systems as well as STM suspension belts A new chapter Chapter 35 containing information and the description about the Fire Service Access Elevator FSAE What they are where will they be found and building code changes that will help safeguard the firefighters using these elevators This will include the use of a Narrative Sheet to ensure compliance with requirements A new chapter Chapter 33 on the Occupant Evacuation Operation OEO and Occupant Evacuation Elevator OEE elevators These systems are already in place in new design ultra high rise buildings in the US They will be used to evacuate the occupants in these buildings An updated elevator glossary of elevator and escalator terminology Chapter ending questions to test students comprehension

**Resources in Education** ,1978 Handbook of Urban Services Charles K. Coe,2015-01-28 City and county governments provide a wide array of highly technical urban services Gaining a rudimentary understanding of them can be a daunting challenge for students as well as new and inexperienced public servants Handbook of Urban Services is designed to help meet this challenge In language that will make the fundamentals clear to non specialists this practical handbook provides concise overviews of 17 core local government services in four functional areas public Safety and Health Services Police fire emergency management emergency medical animal control and public health Public Works and Planning Services Planning and inspections water treatment and distribution wastewater and stormwater management street maintenance and construction solid waste collection and disposal and forestry Leisure Services Parks and recreation and libraries and Support Services Public equipment public buildings and public facilities Each chapter begins with a brief history of the service followed by a discussion of effective management practices and policies Chapter ending bibliographies refer the reader to sources with more in depth treatment

Guidance Manual for Collection of Samples During RCRA Inspections Laura L. Gentile,1995 **Preplanning for EMS** Warren Porter,American Academy of Orthopaedic Surgeons (AAOS),2009-12-31 **Emergency Planning for Nuclear Power Plants** Paul Elkmann,2017-01-06 This book provides a history of emergency planning with respect to nuclear power plant accidents from the 1950 s to the 2000 s It gives an overview of essential concepts that a working emergency planner should know including brief overviews of the health physics and plant engineering that applies to emergency planning Each chapter covers topics unique to radiological planning that distinguish it from planning for natural disasters Some of the topics include processes that damage fuel reactor source terms basic dispersion theory protective measures for the public and emergency worker environmental surveys and the essential elements of a drill and exercise program Emergency Planning for Nuclear Power Plants is not intended as a guide to meeting regulatory requirements but provides an understanding of the essential concepts and language of radiological planning so the planner can apply those concepts to their particular situation

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