







Standard Operating Procedure
Guidelines for the Preparation of Documentation

SOP #: 1.004 Rev. 3
Page #: 1 of 7

Approval

<i>Approving Authority</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Quality Assurance Manager	Steve Washington		25 AUG 2020
Engineering	Steve Rusconi	SR	25 Aug 2020
Process Systems	Eric Price		26 Aug 2020
Service & Safety	Mike Fisher		27 Aug 2020
President	Steve Hansen		27 Aug 2020

Revision History

<i>Revision #</i>	<i>Description of Change</i>	<i>Effective Date</i>	<i>DCR#</i>
1	Data modifications	07MAY1997	97027
2	Add Revision History, Revise Header	16SEP2013	13008
3	Co. name, logo, review committee, footer	01 SEP 2020	20002



Standard Operating Procedure
Guidelines for the Preparation of Documentation

SOP #: 1.004 Rev. 3
Page #: 2 of 7

- 1 Purpose
 - 1.1 To establish guidelines for the preparation of Standard Operating Procedures (SOPs) and associated forms.
- 2 Scope
 - 2.1 Formatting and writing SOP's and forms to be written by Documentation Services for both in-house and the client.
 - 2.2 This procedure application may vary based on project and/or client requirements.
- 3 Responsibilities
 - 3.1 The following is the responsibility of the Quality Assurance Manager.
 - 3.1.1 Ensure the use of this accepted format.
 - 3.1.2 Review and approve each SOP for deviations.
 - 3.1.3 Assign each SOP with a unique number per SOP 1.005 (Numbering Official Documents).
 - 3.2 Department Managers: Shall be responsible for the generation and performance of SOPs in their area.
 - 3.3 Engineering: This department shall be responsible for providing technical advice for SOPs.
 - 3.4 The following positions are responsible for reviewing and approving all new and revised SOP's and Forms.
 - 3.4.1 Quality Assurance Manager
 - 3.4.2 Engineering Manager
 - 3.4.3 Process Systems EVP
 - 3.4.4 Service and Safety EVP
 - 3.4.5 President
- 4 Procedures



Standard Operating Procedure

SOP #: 1.004 Rev. 3

Guidelines for the Preparation of Documentation

Page #: 3 of 7

4.1 Prepare the document with the following parameters:

4.1.1 Microsoft Word (Current Version)

4.1.2 Font: Arial

4.1.3 Style: Regular

4.1.4 Size: 11

Note: A **bold** (Style) font will only be used when identifying safety precautions and headers.

4.2 Cover Page

4.2.1 Therma SOP's shall include a cover page with the following:

4.2.1.1 Header – Refer to section 4.6 Headers.

4.2.1.2 Approval signature table with four columns as follows:

4.2.1.2.1 Approving Authority

4.2.1.2.1.1 Quality Assurance Manager

4.2.1.2.1.2 Engineering Manager

4.2.1.2.1.3 Process Systems EVP

4.2.1.2.1.4 Service and Safety EVP

4.2.1.2.1.5 President

4.2.1.2.2 Name

4.2.1.2.2.1 Space or cell to print approver's name.

4.2.1.2.2.2 Space or cell for approvers to sign their name.

4.2.1.2.2.3 Date Of approver's signature

4.2.1.2.3.1 Date format: DDMMYYYYY



4.2.1.3 Revision history table – with four columns.

4.2.1.3.1 Revision number – sequential order

4.2.1.3.2 Description of change

4.2.1.3.3 Effective date – Note: Quality Assurance Manager to write-in effective date only when all approval signatures have been obtained.

4.2.1.3.4 DCR number – (DCR = Document Change Request)

4.3 Margins

4.3.1 Margin settings: select Page Setup and enter the following as needed.

4.3.1.1 Top, bottom: 1" & 1".

4.3.1.2 Left, right: 1" & 1".

4.3.1.3 Gutter: 0.5".

4.3.1.4 Header, footer: 0.5" & 0.5".

4.3.2 Adjust margins for any diagrams as needed to allow adequate space for the inclusion of all necessary information. Diagrams and sample forms shall be entered on the last page(s).

4.4 Numbering

4.4.1 Number and position: Select Format, Bullets and Numbering, multilevel (select example in step 4.3.2), and modify (alignment-left, indent-0.5" and distance-zero) as needed.

4.4.2 Example:

1 Section xxxxxxxxxxxxxxxxxxxx

1.1 Step xxxxxxxxxxxxxxxxxxxx



1.1.1 Step xxxxxxxxxxxxxxxxx

4.5 Spacing between paragraphs

4.5.1 At the beginning of the page there is no return after the header.

4.5.2 At the beginning of the paragraph, select Format, Paragraph and Indents and Spacing. Then choose/enter data in the appropriate locations as follows:

4.5.2.1 Under Indentation Box: Left-zero, Right-zero, Special-hanging by 0.5".

4.5.2.2 Under Spacing Box: Before-zero, After-12, Line spacing-single.

4.5.2.3 Under Alignment Box: Left.

4.6 Headers

4.6.1 Use SOP template to fill in the following information:

4.6.2 First page to include the following: document title, document number, and pages numbered.

4.6.2.1 Therma LLC Logo, 0.64"H x 1.53" H, color

4.6.2.2 "Standard Operating Procedure"

4.6.2.3 SOP number and revision

4.6.2.4 SOP title

4.6.2.5 Page numbers

4.6.3 Subsequent pages to include the following: Therma Logo, SOP Title, Revision number, SOP number, and pages numbered.



Standard Operating Procedure
Guidelines for the Preparation of Documentation

SOP #: 1.004 Rev. 3
Page #: 6 of 7

4.7 Footers

4.7.1 Entered on the bottom of each page as follows:

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION OF THERMA. ALL INFORMATION SHALL (A) BE RETAINED IN CONFIDENCE; (B) NOT BE REPRODUCED IN WHOLE OR IN PART; AND (C) NOT BE USED OR INCORPORATED IN ANY PRODUCT EXCEPT UNDER EXPRESSED WRITTEN AGREEMENT WITH THERMA.

4.7.2 SOP forms shall have footers as follows:

4.7.2.1 Left: "Revision #" or "Rev. #"

4.7.2.2 Center: "Page # of #"

4.7.2.3 Right: Form # "FN #. # # #. #"

4.8 Content

4.8.1 Each SOP written, at a minimum, must contain the following section titles: purpose, scope, responsibilities, and procedures.

4.8.2 Optional section titles, but not inclusive to (the following are examples): definitions, reference, material requirement, special tools & instruments required, safety, and approval.

4.8.3 State each step clearly and briefly. Write the documents in an active voice, not a passive voice. Excessive use of the passive voice can make a document unclear. Example: Passive; Documentation will be included with the delivery. Active; Each delivery will include documentation.

5 Review and Approval

5.1 Therma QA department will review each document for the accepted format.

5.2 Therma QA department shall make any changes necessary before assigning the document number and effective date.

5.3 All draft copies of documents will be stamped "REFERENCE COPY".

5.4 Instructions for documents requiring revisions are described in SOP 1.003 (Administration of Document Changes).



Standard Operating Procedure

SOP #: 1.004 Rev. 3

Guidelines for the Preparation of Documentation

Page #: 7 of 7

5.5 Each SOP will be reviewed and approved by the following before it is to become effective.

5.5.1 Quality Assurance Manager

5.5.2 Engineering Manager

5.5.3 Process Systems EVP

5.5.4 Service and Safety EVP

5.5.5 President