**Standard Operating Procedures**

**For**

|  |
| --- |
| **Manufacturer**  **Model** |

|  |  |
| --- | --- |
| **Location (e.g. B5-1234)** |  |

**Instructions – Please delete when the document is final**

This template can be used for SOP for radiation-producing equipment and equipment containing sealed sources.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Phone** | **Email** |
| **Primary Staff Contact** |  |  |  |
| **Secondary Staff Contact** |  |  |  |

**Document History**

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| --- | --- | --- | --- | --- |
| **Version** | **Date (dd/mm/yyyy)** | **Written by** | **Approved by** | **Signature** |
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# Personal Protective Equipment

The minimum personal protective equipment (PPE) for laboratory must be worn: safety glasses, buttoned lab coat and gloves. No additional, PPE is required. *Or state what type of additional PPE is required.*

For additional information, see the [Rules for Proper Laboratory Attire](https://hse.kaust.edu.sa/Documents/ResearchSafety/Rules_for_Proper_Laboratory_Attire.pdf).

# Instrument Operation

*The title below are just for indication of what should be covered in an SOP. These instructions should include pictures etc.*

## Starting procedure

## Sample preparation

## Load the sample

## Setting parameters

## Data acquisition

## Data analysis

## Saving results

## Finish a session

# Troubleshooting

# Power failure

# Maintenance

The agreed maintenance regime for this piece of equipment is: