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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Department** |  | **Operations Manual** | Standard working time | approval | creating | |  |  |  |  |  | | Date |  |  |  |  | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Steps** | **Item** | **Contents** | **Note****(diagrams, photos, videos for clarity)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| MEMO:  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | revision history | year, date, and month | **Contents** | **approval** | **creating** |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | |