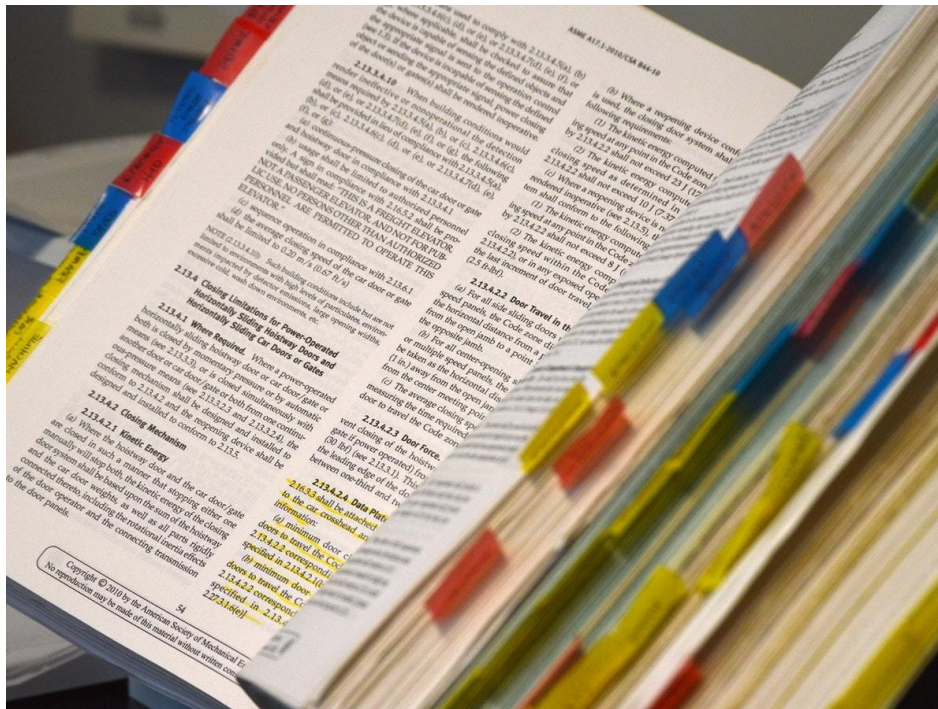
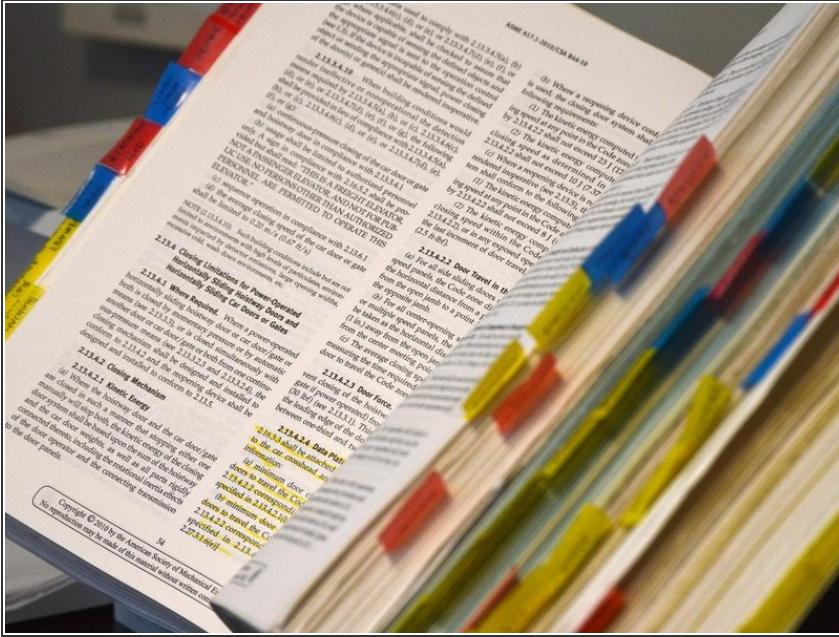


Writing SOPs

Basic information on what SOPs are and how LMN uses them.



Step 1 — What is an SOP?



- SOP stands for Standard Operating Procedures
- SOPs are any documentation that helps members know what we expect of them, including:
 - Signage
 - Formal Equipment SOPs
 - Checklists
- SOPs cover how WE expect things to be used and maintained in the context of our makerspace.

Step 2 — Context for the Community



- SOPs provide **context** to resources like manuals and policies.
- They are written with a focus on **HOW** our community of makers will work safely together.

Step 3 — Why not just use the manual?



- Manuals for equipment provide great reference material in developing SOPs.
- They document how the manufacturer of a tool intends them to be used or what a tool is capable of being used for.
- Manuals often include descriptions of the risks associated with a tool.
- Manuals however, lack context about how the tool should be used in our makerspace.
- Some operations aren't appropriate for a shared space.

Step 4 — What makes a great SOP?



- SOPs should describe common operations.
- Setup, teardown, common problems, standard operations.
- **Use common language:** Avoid over-complicating things that can be explained more simply.
- **IMAGES:** Every step in an SOP should be accompanied by an image if at all possible.
- **Break it down:** Find the discrete steps that lead to a successful operation and lay them out.