

Operations Manual Example

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Operations Manual Template - HUD

What is an Operations Manual? An operations manual is something different for every business. For some it may be a 1000 page, phone book sized manual, detailing every little detail of the business in a step by step guide. For others, it may simply be a series of checklists that are stored in a binder or as an online document.

Used by OSHA inspectors to guide their inspection activities, this handbook can be used to develop a compliance program, prepare for an inspection, and avoid costly compliance problems. In addition to covering guidelines for abatement, citations, penalties, and investigations, this book covers maritime inspection, debt collection, federal agency safety and health programs, disclosure, water transportation services, SAVEs and AVDs, and money received from employers.

A step-by-step guide to creating accurate, comprehensive, and easy to understand operations and maintenance manuals. From defining the audience to producing a hardcopy or online manual, the author draws on his years of experience to explain the process from start to finish. This guide is required reading for the facility operator, maintenance technician, training coordinator, and manager; those who must have the necessary tools and information to create O&M manuals that are clear, concise, and written at the level of the staff involved in the day-to-day operations and maintenance of the facility. This book, which includes valuable sample manual sections, covers such topics as overall organization, defining the level of detail, standard operating procedures, developing a style guide, developing HTML-based manuals, and placing and viewing CAD drawings online.

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An instant classic, this revised and updated edition of the phenomenal bestseller dispels the myths about starting your own business. Small business consultant and author Michael E. Gerber, with sharp insight gained from years of experience, points out how common assumptions, expectations, and even technical expertise can get in the way of running a successful business. Gerber walks you through the steps in the life of a business—from entrepreneurial infancy through adolescent growing pains to the mature entrepreneurial perspective: the guiding light of all businesses that succeed—and shows how to apply the lessons of franchising to any business, whether or not it is a franchise. Most importantly, Gerber draws the vital, often overlooked distinction between working on your business and working in your business. *The E-Myth Revisited* will help you grow your business in a productive, assured way.

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