

# Procedure Manual

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This procedure manual explains how to execute a specific process within a company. It outlines what actions need to be taken, how tasks should be executed, and who is responsible within an organization.

## 1. Give your manual a title

Your procedure manual should be given a clear and intuitive title. You can make a general procedure manual or tailor your manual for a specific process.

[For example: "Procedure Manual for Sales Contact Follow-Ups"]

## 2. Explain the why

Use this section to list the rules on which your procedures are based, whether it is alignment with your company's mission and vision, legal regulations, or something else.

[For example: Our mission as a company is to empower individuals to find the right technology for their needs. Contact tracking is critical to building a good customer relationship. In order to align with our helpful & dignified brand, verbal and written communication must be respectful, clear, and easy to understand.]

## 3. Outline the document's objective

Clearly state the objective of this procedure manual to your collaborators. This document should help them become more efficient and effective in their roles.

[For example: Our sales model relies on the Inbound Methodology, which is why we prefer that the first contact is made by the customer. However, once the customer contacts us, it is the responsibility of each member of the sales team to turn leads into customers. Please adhere to this manual so each customer is treated with the same dignity and respect during their purchase process.]

## 4. Describe the process

This is the most important part of your procedure manual. Here you will have to describe each of the desired actions, how to properly execute them, and the metrics with which they will be evaluated.

# Procedure Manual Examples

**Michael Hoelscher**

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*Law Office Policy & Procedures Manual* Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs      [Accounting Policies and Procedures Manual](#)

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*Department of the Interior and related agencies appropriations for fiscal year 1985* United States. Congress. Senate. Committee on Appropriations. Subcommittee on the Department of the Interior and Related Agencies, 1984

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web answers 14 2 oxidation reduction reactions is this reaction a redox reaction explain your answer  $2\text{K} + \text{Br}_2 \rightarrow 2\text{KBr}$  is this reaction a redox reaction explain your answer  $2\text{NaCl} + \text{aq} \rightarrow \text{Pb} + \text{no} + 3\text{H}_2 + \text{aq} + 2\text{NaNO}_3 + \text{aq} + \text{PbCl}_2 + \text{s}$

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web 1 define each remember oil rig oxidation is loss of e reduction is gain of e a oxidation b reduction c oxidizing agent d reducing agent 2 write half reactions for each of the following atoms or ions label each as oxidation or reduction use the activity series chart a al b  $\text{Ba}^{2+}$  c  $\text{Br}_2$  d ca e  $\text{Ga}^{3+}$  f h 2 g h

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web during oxidation and reduction the oxidation numbers of atoms change if an atom is oxidized its oxidation number increases ie it becomes more ve or less ve if an atom is reduced its oxidation number decreases ie it becomes less ve or more ve

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web you should try to answer the questions without referring to your textbook if you get stuck try asking another group for help 1 identify the oxidation state of each element in the following a na 2 so 4 b mno 4 c  $\text{KClO}_3$  d  $\text{CH}_3\text{OH}$  2 identify the oxidation state of nitrogen in the following a no 3 b no 2 c no 2

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web an oxidation reduction redox reaction is one in which one or more atoms change oxidation numbers oxidation occurs when an atom's oxidation state becomes more positive indicating that electrons have been lost reduction occurs when an atom's oxidation state becomes less positive indicating that electrons have been gained

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web oxidation reduction reactions commonly known as redox reactions are reactions that involve the transfer of electrons from one species to another the species that loses electrons is said to be oxidized while the species that gains electrons is said to be reduced

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web describe redox reactions in terms of electron transfer recall that oxidation involves loss of electrons and reduction involves gain of electrons represent simple redox reactions using half equations identify oxidising and reducing agents for simple redox reactions understand the reactivity of metals and metal displacement reaction

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web what is an oxidation reduction or redox reaction this is a reaction in which electrons are transferred between reactants what do the following terms mean oxidation oxidation is a loss of electrons reduction reduction is a gain of electrons what is a helpful way to remember this

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web write the oxidation and reduction reactions for each redox reaction the first one is done for you 23  $\text{Fe} + \text{Co} \rightarrow \text{Fe}^{2+} + \text{Co}^{2+}$   
oxidation  $\text{Co} \rightarrow \text{Co}^{2+} + 2\text{e}^{-}$  reduction  $\text{Fe}^{2+} + 2\text{e}^{-} \rightarrow \text{Fe}$  24 3  $\text{Ag} + \text{Ni} \rightarrow \text{Ag} + \text{Ni}^{2+}$  25  $\text{Cu} + \text{Pb}^{2+} \rightarrow \text{Cu}^{2+} + \text{Pb}$  oxidation reduction 26  $\text{O}_2 + 2\text{H}_2 \rightarrow 2\text{H}_2\text{O}$

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web in each of the following redox reactions indicate the elements that undergo changes in oxidation number and the magnitude of change then identify the element oxidized and reduced as well as the oxidizing agent and reducing agent a  $\text{I}_2 + 5\text{O}_2 \rightarrow 2\text{IO}_5$   
 $5\text{CO} + \text{I}_2 \rightarrow 5\text{CO}_2 + 2\text{I}$   $5\text{C} + \text{O}_2 \rightarrow 5\text{CO}_2$

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web chemical reactions in which there is a transfer of electrons from one substance to another are known as oxidation reduction reactions or redox reactions in this unit you will examine the oxidation reduction process and use the oxidation state and oxidation number concepts to identify redox reactions and to keep track of electrons

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web jun 28 2010 answers i determine what is oxidized and what in each reaction identify the oxidizing agent and the reducing agent also 2  $\text{Sr} + \text{O}_2 \rightarrow 2\text{SrO}$   $\text{Sr} \rightarrow \text{Sr}^{2+}$  oxidized reducing agent  $\text{O}_2 \rightarrow \text{O}^{2-}$  reduced ox ag 2  $\text{Li} + \text{S} \rightarrow \text{Li}_2\text{S}$   $\text{Li} \rightarrow \text{Li}^{+}$  oxidized red ag  $\text{S} \rightarrow \text{S}^{2-}$  reduced ox ag 3  $2\text{Cs} + \text{Br}_2 \rightarrow 2\text{CsBr}$

