

Course Name: Writing Standard Operating Procedure Manuals**Hours to complete:** 1.00**CEUs:** 0.10**Description:**

In this AIMS 2020 Safety Seminar series video course learners will review the resources available in the industry that impact creating a standard operating procedure manual. Identify the requirements that make up a good template for an SOP manual and determine what your specific facility needs might be for your SOP template as you review examples from the course lecture. Discover best practices used for revising and updating your SOP documents and learn how others are archiving past versions in the industry.

Audience:

This program is designed for ride owners/operators, maintenance, inspectors and other amusement personnel who require continuing education and training for maintaining their certification to work in their respective positions per AHJ regulations and/ or company policies. This program is also ideal for individuals wishing to remain current on latest industry trends, standards and best practices applicable to their day to day job duties as it relates to their role.

Specific target audience includes: individuals responsible for writing write standard operating procedure manuals

Prerequisites:

Participants enrolling in this course:

- Must have access to a mobile device or computer with connectivity to the internet for viewing the content within the learning management system.
- Must log in with their unique email and password credentials to access their course materials.
- Must have access to a stable, high speed Internet connection for optimal viewing of the content to minimize potential for buffering of multimedia in learning programs.

Evaluation:

Successful course completion includes:

- Review of the module content in its entirety
- Successful completion of the module quiz
- Completion of the module course evaluation survey

Upon successful completion of all modules, participants must complete the course survey and then will have access to download their credentials and any associated CEUs.

Outcomes:

Participants in this course will

- Recognize the resources that impact creating a standard operating procedure.
- Identify the requirements of a standard operating procedure manual.
- List the elements for developing a standard operating procedure manual template to use at your property.
- Review best practices for creating, storing (archiving) and revising standard operating procedures.

Expectations:

Students will watch a learning module of content from the AIMS 2020 Safety Seminar video series and complete the assessment quiz

at the end of the module.