

Operations Manual Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Manual Information

[Enter manual information information here.]

02 - Organization Overview

[Enter organization overview information here.]

03 - Roles and Responsibilities

[Enter roles and responsibilities information here.]

04 - Operating Procedures

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

05 - Systems and Tools

[Enter systems and tools information here.]

06 - Service Standards

[Enter service standards information here.]

07 - Quality Controls

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

08 - Escalation

[Enter escalation information here.]

09 - Business Continuity

[Enter business continuity information here.]

10 - Records

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

11 - Contacts

[Enter contacts information here.]

12 - Revision History

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]

[3]	[Enter details]	[Enter owner/status]
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