



Spallation Neutron Source Procedure	Proc.: SNS 00000000-0000-R00
	Issued: 7-1-00
	WBS: Systems Integration
	Page: 1 of 6
Title: Configuration Management	Subproject:

[Procedure may not require this many approval signatures.]

Approved by:

**Name
Title**

Date



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PURPOSE The purpose statement states the need or justification for the procedure.

APPLIES TO The “Applies To” statement indicates who or what work the procedure applies to. This is sometimes called the scope.

DEFINITIONS Include definitions of any words or phrases that are necessary or that might be helpful to someone using the procedure.

OTHER DOCUMENTS NEEDED List any other documents or written materials that are necessary or that might be helpful to someone using the procedure.

WHAT TO DO **A. Running Page Headers**

Procedure Writer The header information should clearly communicate the specific use and applicability of the procedure.

1. Place the header, as shown on this page, at the top of each procedure page, including any appendixes. The header clearly identifies each page of a procedure and should include the following:

- document number;
- date of issue;
- number of pages, including total number of pages, (see Appendix A for number of appendixes);
- a unique title; and
- applicable Work Breakdown Structure (WBS) number.

B. Formatting a Procedure

- Use 11-point Times or Times Roman font throughout. Headings should be bold. Major headings in the left margin should be in all caps.
- Set margins to 1 inch on all sides to ensure that information isn’t lost during duplication.

C. Formatting Headings

Headings break the text of the procedure into sections by grouping related steps. Section headings help users locate information and break up long series of actions into manageable chunks. Headings also help users track their progress though the procedure, especially when branching to other sections or to other procedures.



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C. Formatting Headings (continued)

1. Place first-order headings at the left margin in bold, all capital letters.
2. Give each major activity in the “WHAT TO DO” section a unique, descriptive second-order heading. Second-order headings are alphabetized with a capital letter, bold, and initial capped (i.e., capitalize the first letter of each word except for articles and conjunctions of four letters or less). Align second-order headings with the beginning of the procedure text (1.75 in.).
3. If it is necessary to continue a section on subsequent pages, repeat the heading on subsequent pages, followed by “continued” in parentheses (see example at top of page). If using double-sided copying, place a continuation heading on each numbered page.

D. Formatting Steps

1. Start the basic step with a present-tense action verb.
2. Write action steps as concisely as possible; however, do not omit articles, such as “a” or “the,” or other necessary words, such as the various forms of “to be” or “to have.”
3. Identify the performer of each step.
4. Place three or more objects of the verb in a separate table or listing.
5. Do not combine multiple actions in a single step unless those actions are closely related.
6. Consider combining multiple verbs with the same object in a single step, as these verbs are likely to describe closely related actions. For example:

12. Sign, date, and transmit the completed shipping order.
7. Use numbers or letters for sequences in which sequence is important.

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8. Use bullets for lists in which sequence isn't important.

E. Formatting Warning and Caution Statements

1. Position warnings and cautions so that they appear immediately before and on the same page as the step(s) to which they apply.
2. Do not include action steps in warnings and cautions.
3. Type "WARNING" or "CAUTION" in all caps and bold the text of the warning or caution. For example:

CAUTION

The motor generator could be damaged if the lube oil system is shut down before the motor generator set has stopped completely.



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APPENDIX A: APPENDIX TITLE