**Chapter \_\_ - [Insert SOP Title]**

This document is a template to be used as a guide in formatting Standard Operating Procedures (SOPs) It is intended to standardize the look and feel of the SOPs. [Edit this purpose statement based on the specific SOP topic.]

a. [Insert Subtopic Title Here]

1). [Example of subparagraph numbering]

i).

1. [Insert Subtopic Title Here]
2. [Example of subparagraph numbering]

i).

Example:

**Chapter 3 – Training**

Training is an important factor in sustaining the NCRM mission. All NCRM personnel receive On-the-Job-Training (OJT) to develop their skills and qualify for duty positions that help run the Museum.

1. Orientation

New members attend a New Member Orientation session to acquaint them with the history, Bylaws, organizational structure, communications, projects, ways to help out, and how to get started as an active volunteer.

1. Training Days

All operating crew members must attend at least one formal Training Day session annually (required by Federal Railway Administration (FRA). Topics include a discussion and review of the Rules Book and Timetable, any special timely topics, as well as practical demonstrations and practice (Excursion car brakes, coupling/uncoupling the train, signal crossing operation, track switch operation). Administration of the Rules Test is also conducted.

1. \_\_\_