

Title of **your** manual,
process, procedure,
or work instruction.

Company Operations Manual¹

(Your Company / Organization Name here)



Your company logo or
other graphic here.

(Your name)

Serial Number

(Name of Your Company)
(address 1)
(address 2)
(address 3)
(country)

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Although this example manual is for an airline company, **The Service Bureau** is quite capable of constructing the manuals, forms, and other documents you may need for your organization.

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(Part of chapter 10 is included for those of you who may be pilots.)

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Although white paper is generally the color of choice, other color paper may be used.

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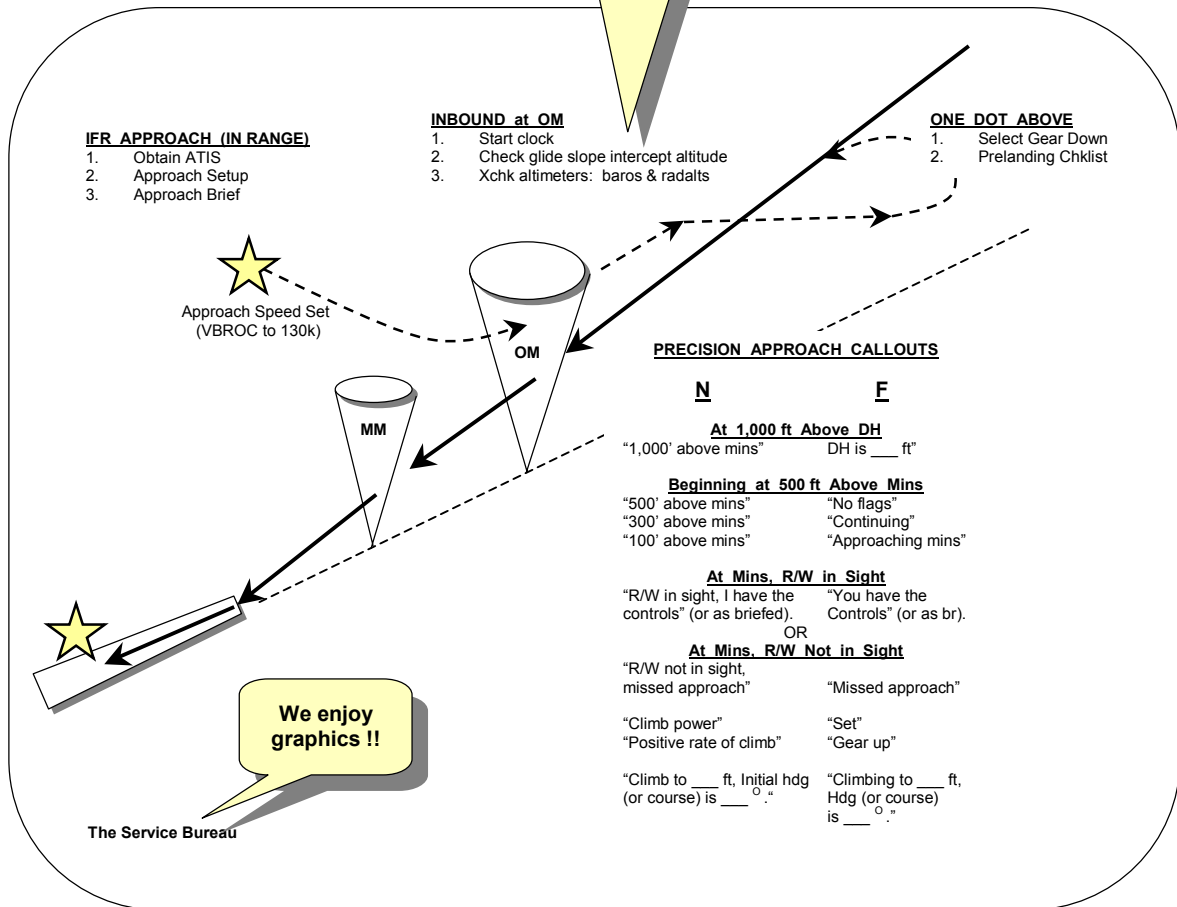
10.1.1 ILS Approach, Normal

After established inbound on the ILS approach, (after 1000 ft deflection and 1,000 fpm rate of descent. (Pilot may consider to abandon the approach.) considered essential for safe operations. Pilot must monitor ILS indications, make deviation callouts, and make a runway call at DH.

We strongly suggest the use of graphics to illustrate any complex process or procedure.

The Service Bureau authored and constructed this graphic per client request.

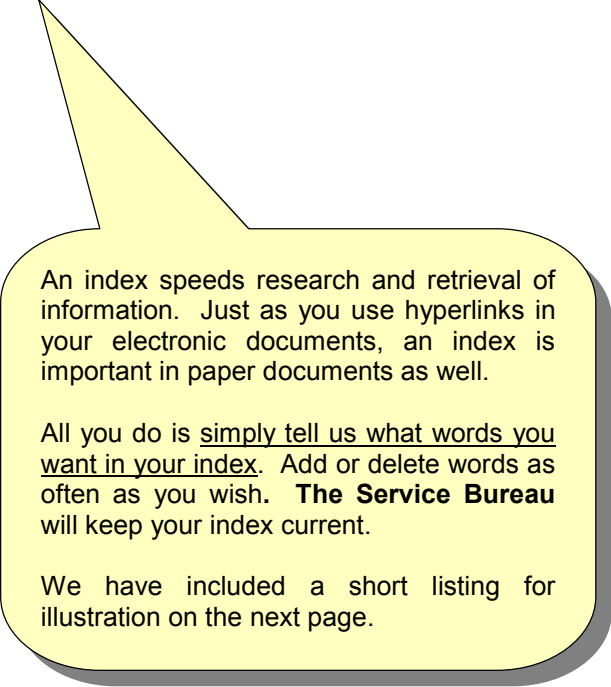
exceed 1/2 scale will be cause for a missed approach, is



10.1.2 Landing from Precision Approach

1. Pitch attitude control is critical in low visibility. Large, abrupt attitude changes should be avoided when transitioning from instrument to visual conditions. Adjust pitch attitude to prevent tailcone strikes. Control angle of descent with collective.
2. Chapter 10, page 3, etc. There are attitudes below 50 ft to preclude tailcone strikes.
3. There were 16 chapters in this particular manual. Speed 40 KIAS. Brake as necessary below 34 KIAS.

16.1 CHAPTER 16 - INDEX OF KEY WORDS



An index speeds research and retrieval of information. Just as you use hyperlinks in your electronic documents, an index is important in paper documents as well.

All you do is simply tell us what words you want in your index. Add or delete words as often as you wish. **The Service Bureau** will keep your index current.

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A Quiz for YOU !!

(There is no free lunch on this site.)

- 1. How do you like the layout for this example manual ??**
- 2. Can we meet your quality standards for documents ??**
- 3. Do you have additional questions ??**
- 4. Finally, can The Service Bureau help you in your work with documents ??**

If so, call or e-mail your service request now !!



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