

Biosecurity Control Area Operating Manual Guide

The following guide is to assist you to prepare you're an Operating Manual for a Biosecurity Control Area for Air or Sea ports.

A TEMPLATE FOR THE OPERATING MANUAL IS LOCATED ON THE NEXT PAGE

1. It is preferable that the Operating Manual is typed & signed.
2. The Operating Manual includes a version number & page numbers – a Footer format is included and can be edited on page 6 of this document using the View option.
3. Replace all sections which are highlighted in **RED TEXT** with the details that are relevant to your entity and remove any irrelevant or unwanted **RED TEXT**.
4. Update the Table of Contents – go to page 5, highlight the contents lists, right click the mouse, select Update Field, select Update entire table then select OK.
5. The manual must include a map or floor plan showing (recommend A4 in size):
 - a. location of significant other buildings or features (for example roads, houses)
 - b. general layout of the facility clearly identifying work areas, offices, exit and entry doors etc.
 - c. sea container hard stand or devanning area (the MPI area)
 - d. MPI inspection area
6. When you have completed updating the manual
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7. Do **NOT** forget to save a copy of your new manual and keep a copy of your new manual for your records
8. A copy of your manual may be given to the MPI Inspector at the time of the [Audit/Assessment](#) for the Places of First Arrival

----- TEMPLATE BELOW -----

How To Write A Good Instruction Manual

JS Bruner



How To Write A Good Instruction Manual:

Reviewing **How To Write A Good Instruction Manual**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**How To Write A Good Instruction Manual**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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