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| **Document Title****XXXX-YYYY-ZZZZ-A** |

**Relates to SOP:** (Insert SOP Name and reference number here)

E.g. How to make a cup of tea - NJRO-YYY-ZZZ-A

**Procedure/Method**

**(See example below)**

* Fill kettle
* Set kettle to boil
* Collect cup
* Add teabag to cup
* Once kettle boiled immediately add water to the teabag in the cup
* Leave teabag to brew for x minutes
* Obtain teaspoon
* Remove teabag from cup using teaspoon and place in the bin
* Add milk to the cup to taste and stir using the spoon
* Rinse and dry the teaspoon
* Drink tea

**Appendices -** If necessary