Workshop kit checkout

Original simulated SOP. Fictional process, people and amounts.

Document ID: KIT-014. Owner: Example Workshop Team.

1. Prepare the kit

1. Open the inventory list and count the reusable items.

2. Confirm the kit is complete before recording a checkout.

3. Put a note beside any item that is missing or damaged.

Repeat check: count every item.

What to record

- Kit identifier and checkout date.

- Item count and any exception.

- The name or role of the person completing the check.

Keep an exception visible; a completed form is not a resolved issue.

2. Record checkout

1. Enter KIT-014 and confirm the item count against the source.
2. Record the example deposit without changing its decimal places.
3. Save the entry so the return can be reconciled later.

Example transaction

Checkout date: 2026-11-17. Due date: 2026-11-20.

Deposit: 125.00 USD. Adjustment: -5.00 USD.

These fictional amounts are for conversion checks only.

Repeat check: count every item.

If an entry needs correction

Keep the original value in the source record and explain the change.
Do not silently replace a missing value with an assumed amount.

This example does not implement a checkout application or database.

3. Return and reconcile

1. Compare the returned items with the checkout inventory.

2. Record any exception before closing the entry.

3. Check the amounts and dates against the original record.

Repeat check: count every item.

Close the review

- Confirm that the three sections remain in the correct order.

- Keep the item-count reminder in every section.

- Remove repeated page labels only after reviewing the result.

Scope of this demonstration

The header and footer are exactly identical on all three pages.
Changing page numbers, tables and nested lists are not tested here.

Compare the exported Markdown with this source before reuse.