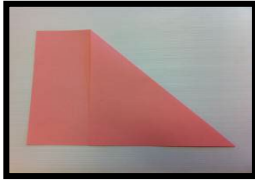
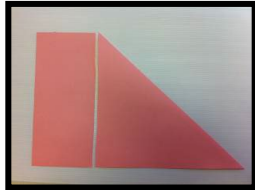


Standard Operating Procedure (SOP) for Making Paper Ducks**Step 1**

Take A4 paper and fold one corner across. Ensure the edges are aligned.

**Step 2**

Take the excess paper and fold it across the triangle.

**Step 3**

Take the excess paper and remove it — leaving a folded square.

**Step 4**

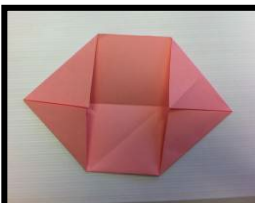
Take the square that is left and fold it into three equal parts — should be a zig zag.

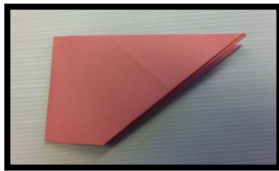
**Step 5**

Open so you have one folded section over the centre and the other open.

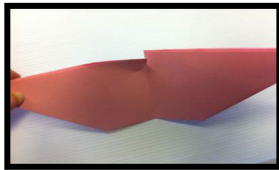
**Step 6**

Turn it over and fold in the four corners. Then fold so flaps are inside.



**Step 7**

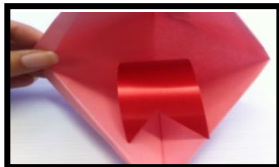
Fold the shape in half and cut a 1cm slit in the middle where folded.

**Step 8**

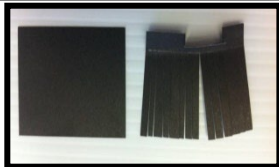
Fold from the base of the slit to the edges — creating four lips.

**Step 9**

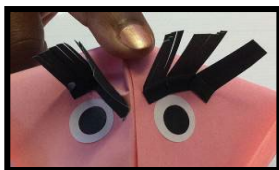
Take 10cm of red ribbon and cut the tongue.



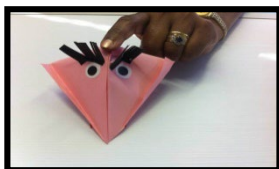
Open the duck and tape the tongue to the back of the duck's mouth.

**Step 10**

Take the square of black card and cut 14 slits 2cm deep. Fold at the base of the card and cut two slots in the base.

**Step 11**

Take the duck and position the white of the eyes 2.5cm down from the top of the head and 1.5cm from the bridge of the beak and then the black centres. Glue on the eyelashes — ensure the base of the eyelash just touches the white of the eye.

**Step 12**

Quality to check duck to specifications.

Duck should QUACK.

Eyes should be equal distance from the bridge of the beak.

Eyebrows should just touch the white of the eye near the bridge and curve around the eye.

Tongue should just protrude from the mouth when closed.