Procedures Title: [Insert Procedure Name]

Introduction: [Outline scope of procedure and legislative and organization requirements.]

Policy Context: [Include relevant organization policy reference.]

Responsibility: [Position responsible for maintenance of the procedure.]

Definitions: [A statement of meaning that clarifies the term, acronym, or jargon within the context of the procedure.]

Procedures: [Outline step-by-step procedures/guideline for effective implementation of policy.]

Related Documents:

Regulations
Guidelines
Procedures

Review Date: [Set timeline for next review.]

History:

Date of Adoption: [Date]
Date of Implementation: [Date]
Date & Subject of Revisions: [Date. Reference to aspects amended.]