

<<PROCEDURE NAME>> PROCEDURE

PROCEDURE

1. Outlines how the policy is implemented on a day-to-day basis
2. Use simple numbering to easily identify policy points
 - 2.1. And sub-points
3. Indicate internal policy references within the text, as per:  **XXX Policy**
4. Indicate internal procedure references within the text, as per:  **YYY Procedure**
5. Indicate internal form references within the text, as per:  **ZZZ Form/Template**

Sub Headings

1. In the event sub-headings are useful, they will be Calibri font size 12, black, bold

CONTEXT

Internal Documents	• List of internal documents related to this procedure
Legislation, Standards, etc	• List of external legislation or government regulations, etc relating to this procedure. Include a link to a website for easy access.

DOCUMENT CONTROL

Number	???	Approved by ???? on	
Version	Version 1	Scheduled review	MMM YYYY
Responsible	???		