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| --- | --- | --- |
| Document #  [ID] | Title:  [Procedure Name] | Print Date:  [Date] |
| Revision #  1.0 | Prepared By:  [Author’s Name] | Date Prepared: [Date] |
| Effective Date:  [Date] | Reviewed By:  [Reviewer’s Name] | Date Reviewed:  [Date] |
| Standard:  [Standard, Law, or Regulation] | Approved By:  [Approver’s Name] | Date Approved:  [Date] |

**Policy:**

**Purpose:**

**Scope:**

**Responsibilities:**

**Definitions:**

**Procedure:**

## 1.0 [First preparatory Activity - Plan]

## 2.0 [Second Activity - Do]

## 3.0 [Third activity – check]

## 4.0 [Fourth activity – act]

## 5.0 [Use more activities as needed]

**Effectiveness Criteria:**

**References:**

### A. [Standard, law or regulation]

### B. [Other Procedures, documents, etc]

**Forms/Records:**

| **Form #** | **Record/Form/Activity Name** | **Satisfies Clause** |
| --- | --- | --- |
| **Required by Standard** | | |
| XXXXX | Record |  |
| **Other Forms/Records** | | |
| XXXXX | Record |  |
| XXXXX | Record |  |
| XXXXX | Record |  |

**Process Map:**

**Revision History:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Description of changes** | **Requested By** |
| 0.0 | [Date] | Initial Release |  |
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