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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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