|  |  |  |
| --- | --- | --- |
| 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 |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |