Policy: <Title>

|  |  |  |  |
| --- | --- | --- | --- |
| Document information, authorship and approvals | | | |
| Author signs to confirm technical content | | | |
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# Purpose

The purpose of this document is to describe the policy for [insert policy purpose]… at <Company Name>.

# Scope

The scope of this policy includes… [insert the scope of the policy]

Excluded from this policy are:

* [insert any exclusions from the policy that are out of scope]

# Responsibilities

The following roles and responsibilities are associated with this policy.

| Role | Responsibilities |
| --- | --- |
| [insert role] | [list key responsibilities for each role mentioned within the policy] |
|  |  |
|  |  |
|  |  |

# Policy overview



## [Insert policy 1]

Describe the requirements of policy 1 ……..

## [Insert policy 2]

Describe the requirements of policy 2 ……..

Document End

# Appendix 1: Appendix name

[insert any relevant appendices]

Definitions

Amend as required or delete.

| Term | Definition |
| --- | --- |
|  | Insert terms/abbreviations and definitions for those used within the manual. Do not include any terms or abbreviations not used within the manual. |
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Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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| Associated forms and procedures | |
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| Doc. No. | Document Title |
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List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions)

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