This template may be used for any procedure and adapted to suit. It is not intended to be perfect, but rather as a guide. It is also a good idea to add visuals to the process as an attachment.

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| **PROCEDURE PURPOSE** |  |
| WHO TO IMPLEMENT |  |
| TIMEFRAME |  |
| APPROVAL |  |
| VERSION CONTROL |  |

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| Standards/legislation which may apply to this |  |
| Attachments |  |
| Scope |  |
| Records Management |  |

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| **ACTION PROCESS** | **COMMENT** |
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