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Use this section for long documents. Delete if not needed.

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**1 Scope**

Specify whom the procedure applies to: internal functions, specific activities, contractors, etc.

**2 Content**

- 2.1 Define procedure steps.
  - 2.1.1 Consider minimal subsections.
- 2.2

**3. Verification of the format**

Verify that the document format follows these specifications:

- 4.1. All font faces - Verdana
- 4.2. Font size, type - header title - 14 points, bold
- 4.3. Font size, type - text - 12 points, normal
- 4.4. Font size, type – footer, 50% - 10 points, normal
- 4.5. Margins:

Orientation	Left	Top to header	Top to text	Bottom to footer	Bottom to text	Right
Portrait	1.2"	0.8"	1.5"	0.6"	1.2"	0.8"
Landscape	0.8"	0.8"	1.0"	0.6"	1.2"	0.8"

After verification, delete the entire section

## 4. References and forms

When the process requires references to supporting documents, include them in the text as hyperlinks.

When the process requires forms, reference them in the text as hyperlinks and use [Template Form Portrait](#) and [Template Form Landscape](#).

## 5. Records

[Records Matrix](#) defines the methods and retention periods for the records generated by this process.

## 6. Review and approval

This section applies only to the systems where a physical signature evidences approval of documents. The signature shows approval of the latest revision only. Delete this section for electronic signature approval or reference the electronic signature(s).

Rev.	Description of the change	Author	Approved	Date
01	Original release	<i>B. Bright</i>	<i>J. Bond</i>	<i>3/17/20</i>