0 Table of Contents

Use this section for long documents; delete if not needed.

1 Scope

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

2 Content

2.1 Define procedure steps.
2.1.1 Consider minimal subsections.
2.2

The organization maintains this document on the Company's network. The user to verify that this hard copy is of the latest revision.

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3. Verification of the format

Verify that the document format follows these specifications:

4.1.	All font faces	- Arial
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 approves documents, and the signature only shows approval of the latest revision. Delete this section if you use an electronic system for approval or changes.

Rev.	Description of the change	Author	Approved	Date
	Enter the latest revision here.			
D01	Original release	*B. Bright*	*J. Bond*	*3/17/23*