PROCEDURE TEMPLATE

NAME OF PROCEDURE

Contact Officer

Provide the position title rather than the name of a person

**Purpose**

A clear and succinct statement of the reason for the procedure including the name of the policy (or policies) the procedure supports

**Procedure**

The steps and/or actions that must be undertaken to implement a particular policy. Not all policies will require a procedure document, whilst others will require more than one. Each step to start with an action word / verb.

<table>
<thead>
<tr>
<th>Responsible Officer or Section</th>
<th>Step 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer or Section</td>
<td>Step 2</td>
</tr>
<tr>
<td>Responsible Officer or Section</td>
<td>Step 3</td>
</tr>
</tbody>
</table>
| Responsible Officer or Section | Step 4 ...

**Date Approved**

Month Day Year

**Approval Authority**

PVP, VPOC, VP, Dean, etc.

**Date of Commencement**

Year Month Day

**Amendment Dates**

List the dates the policy has been amended (Year Month Day)

**Date for Next Review**

Year Month Day

**Related Policies, Procedures and Guidelines**

Name and link to related policies, procedures and guidelines