

# PROCEDURE TEMPLATE



## NAME OF PROCEDURE

**Contact Officer**

*Provide the position title rather than the name of a person*

<b>PROCEDURE</b>	<b>Purpose</b>	<i>A clear and succinct statement of the reason for the procedure including the name of the policy (or policies) the procedure supports</i>
	<b>Procedure</b>	<i>The steps and/or actions that <u>must</u> 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.</i>
	<i>Responsible Officer or Section</i>	<i>Step 1</i>
	<i>Responsible Officer or Section</i>	<i>Step 2</i>
	<i>Responsible Officer or Section</i>	<i>Step 3</i>
	<i>Responsible Officer or Section</i>	<i>Step 4 ...</i>

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<b>Date Approved</b>	<i>Month Day Year</i>
<b>Approval Authority</b>	<i>PVP, VPOC, VP, Dean, etc.</i>
<b>Date of Commencement</b>	<i>Year Month Day</i>
<b>Amendment Dates</b>	<i>List the dates the policy has been amended (Year Month Day )</i>
<b>Date for Next Review</b>	<i>Year Month Day</i>
<b>Related Policies, Procedures and Guidelines</b>	<i>Name and link to related policies, procedures and guidelines</i>