Document No:

Page No:

Original Issue Date: (New unless existing)

Revision Date: Revision No:

References:

Distribution: (List of distribution channels)

# **Policy Template**

Reviewed

 by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved

by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Purpose**

Describes objective(s) for writing a policy or procedure. (Two to three sentences are adequate for this introductory paragraph. Do not include acronyms or technical terms that have yet to be defined in this heading.)

1. **Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Change | Ref Section |
|  | 1.0 | New Document |  |

Shows list of document changes to this document

1. **Units and Persons Affected**

Provides a list of those units, persons or groups that might be impacted by the policy or procedure (i.e., target audiences or users.) When all employees are affected, simply write, “All Employees.” External groups like customers or suppliers should also be listed.

1. **Policy**

Provides general organizational attitude of an organization; it reflects the basic objectives, goals or vision. This is a good place to show the tie to business strategic goals. (*The inclusion of this statement within a procedure makes the procedure easier to understand without having to refer to another source for policy information.)*

1. **Definitions**

Defines abbreviations, acronyms, forms, words infrequently used and technical terms. This is an important heading and should contain an explanation of the title, keywords, forms, references, and any exhibits.

1. **Responsibilities**

Summarizes the roles and responsibilities of all individuals involved with this document. This section should be written in the same sequence of events that occurs under the “Procedures” section.

1. **Procedures**Defines and outlines the rules, regulations, methods, timing, place and personnel responsible for accomplishing the policy as stated in the Policy section above. This section should follow the process flow as described in the flow chart.
2. **Appendix**

May include links to outside references, forms, or other information helpful for implementing this policy/procedure.