

1.0 Purpose

1.1 What does this procedure define?

2.0 Responsibilities

2.1 What tasks are in this procedure?

2.2 What function is responsible for performing the tasks?

3.0 Definitions

3.1 What definitions will help employees understand the intent of this procedure?

4.0 Equipment/Software

4.1 Is there any special equipment required?

5.0 Instructions

5.1 Outline the steps of this procedure

5.1.1 Use increasing indents to clarify individual steps in the process.

6.0 Forms and Records

6.1 List the forms that you have referred to above

6.2 List records that must be maintained. Add these records to the Quality Records Table

7.0 Attachments

7.1 None

8.0 Related Documents

8.1 What other procedures relate to this process?

9.0 References

9.1 None

10.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	

