

<h1 style="margin: 0;">Company/Organization</h1> <hr style="margin: 10px 0;"/> <p style="margin: 0;">Logo</p>	Version:	
	Effective Date:	
	Created By:	
	Approved By:	
	Pages:	

1. Objectives & Scope

2. Abbreviations and definitions

3. Tasks, responsibilities and accountabilities

Task	Authorized	Responsible

4. Procedure

5. Related Documents

6. Related Forms

7. References

8. Attachments