**Specify department/unit**

Document date:

Responsible for the document: Last revision date:

Last revision by: Next revision date: Date of approval: Approved by: Case No.:

**[TITLE- A short, descriptive and unambiguous title]**

[SUBTITLE – this might be a subordinate or more detailed description – please use one of the following words: Policy, Procedure, Regulation or Guide]

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| **OBJECTIVE AND DEFINITION** |
| *Provide a brief description of the policy/regulation/procedure and any cases in which it may not be applicable.* |
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| **CONTENT** |
| *Insert the text of the policy/regulation/procedure. You may find inspiration in the writing tips provided on page 5 of the leaflet ‘How to prepare policies, regulations procedures and guides’ If you wish to add a subtitle to this section, please select ‘Heading 3’ and update the table of contents.* |
| **ORIGIN, BACKGROUND AND HISTORY** |
| *Provide information on when and on which grounds the policy/regulation/procedure was prepared, revised and approved as well as information on the department/unit and person responsible for this. You may also specify any special circumstances that may apply to the termination of the document.* |
| **OVERALL FRAMEWORK** |
| *Is this policy/regulation/procedure related to any other policies/regulations/procedures to which you may need to refer? This applies to internal as well as external framework documents, such as legislation,* |

|  |
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| *agreements etc.* |
| **CONTACT/RESPONSIBILITY** |
| *Provide information on which department/unit is responsible for the policy/regulation/procedure and who to contact with questions etc.* |
| **DEFINITIONS** |
| *If the document uses any terms or definitions which might be unfamiliar to your readers, please provide a description of these in this section.* |
| **APPENDIX** |
| *Insert links to the appendices at the end of the document. Remember to supply each appendix with a descriptive title to allow easy access to relevant appendices.* |