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| **[Department ]** |
| [Policy Name][PolicyName\_Dept\_documentname\_V0.0][Month Year] |

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# POLICY STATEMENT

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# PURPOSE

# SCOPE

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# POLICY

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# PROCEDURE

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# REFERENCE(S) AND RELATED DOCUMENT(S)

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# DEFINITIONS

|  |  |
| --- | --- |
| Term | Definition |
|  |  |
|  |  |

# Document Control Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version****number** | **File Name** | **Responsible Role**  | **Comments** | **Date of change** |
| V01.00 |  |  |  |  |
| V01.01 |  |  |  |  |

**Approval List**

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| --- |
| **Approval List: [Policyname\_depart\_Temp\_V0.0]** |
| **Sequence****Number** | **Sequence Roles** | **Responsible Role** | **Comments** | **Date**  |
| 1 | Policy Owner |  |  | YYYY-MM-DD |
| 2 | IEQA Review |  |  | YYYY-MM-DD |
| 3 | Legal review |  |  | YYYY-MM-DD |
| 4 | Endorser |  |  | YYYY-MM-DD |
| 4 | Approver |  |  | YYYY-MM-DD |