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Use this section for long documents. Delete if not needed.

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**1. Purpose**

Per the Title of the document. If the Title is not sufficient, extend the purpose.

**2. Scope**

Specify whom the procedure applies to: internal functions, specific activities, contractors, etc.

**3. Content**

- 3.1. Define procedure steps.
  - 3.1.1. Consider minimal subsections.
- 3.2.

**4. Verification of the format**

Verify that the new document is formatted in accordance with the specifications below:

- 4.1. All font faces - Verdana
- 4.2. Font size, type header title - 14 points, bold
- 4.3. Font size, type header 'Rev. A' - 12 points, normal
- 4.4. Font size, type text - 12 points, normal
- 4.5. Margins:

Orientation	Left	Top to header	Top to text	Bottom to footer	Bottom to text	Right
Portrait	1.2"	0.8"	1.5"	0.8"	1.5"	0.8"
Landscape	0.8"	0.8"	1.0"	0.8"	1.5"	0.8"

After verification, delete the section

**5. Tables and forms**

When a procedure requires a table or a form, consider including only short forms. When larger forms are needed, use [Form Template Portrait](#) and [Form Template Landscape](#).

**6. Review and approval**

This section applies only to the systems where documents are approved by physical signature. It shows evidence of approval for the latest revision only. Delete this section for electronic management systems or provide reference to the electronic signature(s).

Rev.	Description of the change	Author	Approved	Date
01	Initial release	<i>B. Bright</i>	<i>J. Bond</i>	<i>2/1/20</i>