

Policy & Procedure Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Document Control

[Enter document control information here.]

02 - Policy Statement

[Enter policy statement information here.]

03 - Purpose

[Enter purpose information here.]

04 - Scope

[Enter scope information here.]

05 - Definitions

[Enter definitions information here.]

06 - Responsibilities

[Enter responsibilities information here.]

07 - Policy Requirements

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

08 - Procedure

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

09 - Exceptions

[Enter exceptions information here.]

10 - Records

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

11 - Related Documents

[Enter related documents information here.]

12 - Approval

[Enter approval information here.]

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