

[insert organisation/name/logo]

[name] Procedure

1. Overview of the Procedure

[Describe the objective and purpose of this procedure – what is to be achieved and why.]

Detail the responsibility for undertaking this procedure – who does this relate to and how.

List the policy that this procedure specifically relates to.]

2. Considerations

[Skills and expertise – are there any specific skills and expertise required to perform this task?

Safety issues – are there any safety issues to be aware of while undertaking this task?]

3. Procedure Steps

3.1 [key activity]

3.2 [key activity]

3.3 [key activity]

3.4 [key activity]

Reference: *This is taken from the NADA Procedure Template.*

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44