[Insert organisation name/logo]

# [INSERT PROCEDURE NAME] PROCEDURE

## SECTION 1. OVERVIEW OF THE PROCEDURE

[Insert a description of the procedure, this could include:

* Objective and purpose
* What is to be achieved and why.
* Detail the responsibility for undertaking this procedure.
* Who does this relate to and how.
* Listing the policy that this procedure specifically relates to.]

## SECTION 2. CONSIDERATIONS

[Provide a set of considerations to support staff to identify the requirements to perform this procedure, this could include:

* 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?]

## SECTION 3. PROCEDURE STEPS

**3.1 [Insert key activity name]**

Insert key activity detail

**3.2 [Insert key activity name]**

Insert key activity detail

**3.3 [Insert key activity name]**

Insert key activity detail

## SECTION 4: REFERENCES AND SUPPORTING RESOURCES

**4.1 Internal references**

**4.2 Legislation**

**4.3 Resources**

**4.4 Websites**