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| ***Title of Procedure*** | Document No. | TBT EP-no. |
| Date |  |
| Revision No. |  |

1. **Purpose**

*Explain the objective the procedure is intended to achieve.*

1. **Scope**

*Identify the range of activities to which the procedure applies.*

1. **Responsibility**

*Identify the personnel, departments, etc. responsible for performing the procedure.*

1. **References**

*List other related procedures, supporting documentation, and applicable requirements.*

1. **Definitions**

*Define any words and acronyms used in the document.*

1. **Procedure**

*Explain the procedure with clear unambiguous steps. Identify who performs each step and any technologies or systems that are required to perform these steps.*

1. **Attachments**

*Attach any documents referred to in the procedure, e.g., flowcharts, work instructions, other procedures.*