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| **TITLE** |
| **Prepared By:-** | **Approved By:-** |
| (Signature)  | (Signature) |
| Name :   | Name :  |
| Position :  | Position :  |
| Date :  | Date :  |

1. OBJECTIVE
2. SCOPE
3. ACCOUNTABILITY
4. ABBREVIATION (If any)
5. REFERENCE
6. RECORD RETENTION PERIOD
7. **PROCESS FLOW**

-Responsibility

- Flow Chart

- Remarks

- must include timeline

- May include document

|  |  |  |
| --- | --- | --- |
| Responsibility | Flow Chart | Remarks |