[subject area]

[# Subject]

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# Purpose

Title and footer lines must be filled out and the placeholders must be replaced with information.

# Scope

This document is binding for all organizational units of ABB Switzerland. It applies for their employees and contractors, foreign and domestic, as well as for all foreign ABB employees who work in Switzerland. If higher-level regulations (e.g. customer specifications) or legal requirements which are further reaching in a specific country are applicable, they must be applied. Minimum standards are specified in this document. The organization can enact stricter rules in its own area according to its needs.

# Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Responsible | Accountable | Consulted | Informed |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

# Procedures

Text

## Process

Text

### Main activity 1

Text

### Main activity 2

Text

Subtitles without numbering

Second subtitle without numbering

## Measurements

Text

## Templates

Text

# Reading references

Text

## Definitions

Text

## Abbreviations

Text

# Referenced documents

Text

# Appendices

Text

# Revision

Optional, delete if no controlled document.

|  |  |  |  |
| --- | --- | --- | --- |
| # | Changes (page number, chapter number) | Description of change | Date (yyyy-mm-dd) F. Last name Department |
| A |  | First version |  |
|  |  |  |  |