**REVISION HISTORY**

|  |  |  |
| --- | --- | --- |
| **Revision No.** | **Description of Changes** | **Effective Date**  **(DD-MMM-YYYY)** |
| {%tr for revision in revision\_history %} | | |
| {{ revision.revision\_no }} | {{ revision.description\_of\_changes }} | {{ revision.effective\_date }} |
| {%tr endfor %} | | |

**Document Review and Approval**

Prepared by:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Signature** | **Date**  **(DD-MMM-YYYY)** |
| {%tr for prepby in prepared\_by %} | | | |
| {{ prepby.name }} | {{ prepby.title }} |  | {{ prepby.date }} |
| {%tr endfor %} | | | |

Reviewed and Approved by:

| **Name** | **Title** | **Signature** | **Date**  **(DD-MMM-YYYY)** |
| --- | --- | --- | --- |
| {%tr for revappby in reviewed\_approved\_by %} | | | |
| {{ revappby.name }} | {{ revappby.title }} |  | {{ revappby.date }} |
| {%tr endfor %} | | | |

# PURPOSE{% for item in purpose %}

## {{ item }}{% endfor %}

# SCOPE{% for item in scope %}

## {{ item }}{% endfor %}

# RESPONSIBILITY{% for item in responsibility %}

## {{ item }}{% endfor %}

# DEFINITION{% for item in definition %}

## {{ item }}{% endfor %}

# PROCEDURE

## Example Policy

### {{ example\_policy\_1 }}{% for item in sub\_example\_policy\_1 %}

#### {{ item }}{% endfor %}

### {{ example\_policy\_2 }}{% for item in sub\_example\_policy\_2 %}

#### {{ item }}{% endfor %}

### {{ example\_policy\_3 }}

## Software and Copyright Policy

### {{ another\_policy\_1 }}{% for item in sub\_another\_policy\_1 %}

#### {{ item }}{% endfor %}

# REFERENCE{% for item in reference %}

## {{ item }}{% endfor %}

# aTTACHMENT{% for item in attachment %}

## {{ item }}{% endfor %}