**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{% for policy\_name, policy\_items in procedure.items() %}

## {{ policy\_name | replace("\_", " ") | capitalize }} {% for item in policy\_items %} {% if item is string %}

#### {{ item }} {% else %} {% for key, value in item.items() %}

### {{ key }} {% for sub\_item in value %}

#### {{ sub\_item }} {% endfor %} {% endfor %} {% endif %} {% endfor %} {% endfor %}

# REFERENCE{% for item in reference %}

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

# aTTACHMENT{% for item in attachment %}

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