Document Structure

1. Document Cover Page 1
2. Certificate of approval/reviewed Page 2
    a. Signature of Person who reviewed
    b. Signature of Person who approved
3. Document Revision Records Page 3
4. Preface of the Document Page 4
5. Terms of use and Disclaimer of the Document Page 5
    a. Copyright Page 5
6. Table of contents Page 6
7. List of Figure Page 7
8. List of Tables Page 8
    a. Content Page n
9. Acronyms Page Last

Format

Font to be used: Open Sans (https://fonts.google.com/specimen/Open+Sans)

Document:

- T1: 22 Bold Open Sans Regular
- T2: 16 Bold Open Sans Regular
- T3: 12 Bold Open Sans Regular
- T4: 12 Open Sans Regular
- T5: 11 Open Sans Regular

Content:

- H1: 18 Bold Open Sans Regular
- H2: 13 Bold Open Sans Regular
- H3: 12 Bold Open Sans Regular
- Text: 11 Open Sans Regular