[organization logo]

[organization name]

**[TITLE OF YOUR DOCUMENT]**

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| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

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| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
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# Purpose, scope and users

# Reference documents

# [main section]

# Managing records kept on the basis of this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Record name | Storage location | Person responsible for storage | Controls for record protection | Retention time |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Validity and document management

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

* [insert one or several criteria]

[job title]

[name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature]