



POLICY AND GUIDANCE
Do not Photocopy

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1. Purpose

<It is recommended that this section is introduced with a precis of the controls that are managed with this policy or guidance document>.

This document provides guidance for the *<describe the purpose of the document>.*

2. Scope

<Define what is in scope and what is out of scope of this Policy and Guidance document. It is not necessary to list the alternatives sources of any information that is out of scope.>

3. Responsibilities

<Add responsibilities as necessary. Only include responsibilities that are additional to the standard roles and responsibilities. It is preferable that any responsibilities listed here are further detailed as part of the Procedure section. It is also recommended that only responsibilities for the intended document distribution groups should be included.>

4. Procedure

<Describe the detailed instructions of the procedure/policy or guidance that will necessary for this activity.>

5. Cross-referenced ISMS Documents

[Q-Pulse will insert the details of related documents associated with this document. If there are going to be no related documents replace the table below can be replaced with "None".]

Number	Type	Title
<NO DATA>	<NO DATA>	<NO DATA>

6. Appendices

[Containing examples of forms, diagrams and any additional information that is not included in the text].