**[DOCUMENT NUMBER HERE]**

**[INSERT NAME HERE]**

**POLICY, PROCESSES AND PROCEDURES**

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1. Policy Introduction

This policy establishes an effective, accountable and transparent framework for [Include brief statement/s about the overall purpose of the policy, i.e. what outcome/s is the policy intended to achieve etc

This policy is relevant to the [Leadership and Commitment, Organizational Roles and Responsibilities, Risk Evaluation and Management, Policies and Objectives, Implementation Monitoring and Reporting, Managing of Non conformances and Action Items, Auditing and Inspections, Continuous Improvement (Select the Management Component and delete the others)] Management System Components.

1. Scope

Define what the policy covers, what it does not cover, and who it applies to and does not apply to.

1. Roles and Responsibilities

Define who is responsible for implementation of the policy and procedures.

1. **ROLE 1**

Role description

1. **ROLE 2**

Role description

1. Policy Statement

Core part of the Policy

* 1. NA Sub-Headings Level 1

Policy Sub Section Content to be placed here

* + 1. Sub-Heading Level 2

Policy Sub Section Content to be placed here

* + - 1. Sub-Heading Level 3

Policy Sub Section Content to be placed here

1. Relevant Legislation

International, federal or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

|  |  |
| --- | --- |
| **Code, Name of Legislation** | **Jurisdiction** |
| Code, Name of Legislation, Year here | Jurisdiction here |
|  |  |

1. key Processes

As a part of maintaining a quality system, for each process we provide a process map, identify the owner of the process (position), the owner of each step, potential failure points and process, the monitoring and measuring of the process and any interactions of this process with other key processes.

A summary of all key processes is provided within the QHSE Management System via QHF805 Key Process Register.

* 1. Process 1

|  |  |
| --- | --- |
| Process Name |  |
| Process Ownership |  |
| Process Measurement |  |
| Interaction with Other Processes |  |
| Forms Used |  |

Department 4

**Key**

Department 2

Department 1

Department 3

Decision Point

Off Page Connector

Process Step

Start / End

* 1. Process 2

|  |  |
| --- | --- |
| Process Name |  |
| Process Ownership |  |
| Process Measurement |  |
| Interaction with Other Processes |  |
| Forms Used |  |

Department 4

**Key**

Department 2

Department 1

Department 3

Decision Point

Off Page Connector

Process Step

Start / End

1. related policies and forms

List related policies and procedures to the created/updated policy.

|  |
| --- |
| **Policy & Procedure /Form** |
|  |
|  |
|  |
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|  |

1. Feedback

Any feedback or suggestions for improvement to this Policy, Processes or Procedures can be submitted to [qhse@nationalambulance.ae](mailto:qhse@nationalambulance.ae)

1. DOCUMENT CONTROL and Ownership

A review and update of this document will take place as necessary, when changes occur that identify the need to revise thisPolicy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

* State the Job Title of key Policy Owner

This controlled document is managed / overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].

**Change Brief**

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| **Version No.** | **Date** | **Change** |
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CEO Approval

Board Member Verification