1. **Title Page**

* Title of the Procedure
* Document Number (if applicable)
* Version Number
* Date of Issue
* Author/Owner

1. **Table of Contents**

* A list of the main sections and subsections with page numbers.

1. **Purpose**

* A brief statement explaining the purpose of the procedure and its importance.

1. **Scope**

* Description of what is covered by the procedure, including any limitations or exclusions.

1. **Definitions**

* Explanation of key terms and acronyms used in the procedure.

1. **Responsibilities**

* Roles and responsibilities of personnel involved in the procedure.

1. **Procedure**

* **Step-by-Step Instructions**: Detailed, sequential steps to be followed.
* **Sub-steps or Sub-processes**: Additional details or branches within the main steps.
* **Diagrams/Flowcharts**: Visual representations to aid understanding.

1. **Materials and Equipment**

* List of materials, tools, and equipment required to complete the procedure.

1. **Safety and Environmental Considerations**

* Safety precautions and environmental impact considerations related to the procedure.

1. **Quality Control**

* Measures and checks to ensure the procedure is performed correctly and consistently.

1. **References**

* Related documents, standards, regulations, or other sources of information.

1. **Appendices**

* Additional information, forms, checklists, or templates that support the procedure.

1. **Revision History**

* Record of changes made to the document, including version numbers, dates, and descriptions of changes.