1. **PURPOSE**
   1. [What is this procedure for?] [NOTE: REMOVE TEXT IN BRACKETS]
   2. [What are the assets to be protected?]
   3. [What are the threats to these assets?]
2. **RESPONSIBILITIES**
   1. [Who is responsible for the steps in this procedure, who is responsible for ensuring accuracy in this procedure, who is responsible for approving this procedure, etc.?]
3. **SAFETY [Remove if N/A]**
   1. [Fill in relevant safety information]
   2. [Fill in list of boundaries]
   3. [Fill in scope and environment of testing procedure]
4. **TOOLS [Remove if N/A]**
   1. [Fill in list of equipment, tools, measuring devices, consumables, etc. needed]
5. **TEST PROCEDURE [Replace with Process for policies]**
   1. [Steps]
6. **RELATED DOCUMENTATION**

| **Document Number** | **Document Title** |
| --- | --- |
| POL-Q-10600 | Documented Information |
| DB-SEC-[00000] | Documented Vulnerabilities |
| SOP-SEC-[00000] | Vulnerability Repair Procedure |
| SOP-SEC-[00000] | Vulnerability Mitigation Procedure |
| FORM-SEC-[00000] | Document Issue Procedure |

1. **REVISION HISTORY**

| Date | Revision Details | Revision |
| --- | --- | --- |
| 3/26/21 | First issue | 00 |
| 9/7/21 | Change document ID | 01 |
| 10/13/21 | Added Date and Time Printed: to the Footer, Added related documentation section | 02 |
| 6/22/22 | Added safety and tools sections, changed font type, added areas in brackets to clarify sections | 03 |
| 8/2/22 | Changed number spacing, changed document title to Procedure and Policy Template from Procedure Template, increased font size to 11 from 10 | 04 |