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| --- | --- |
| **TITLE** | |
| **Prepared By:-** | **Approved By:-** |
| (Signature) | (Signature) |
| Name : | Name : |
| Position : | Position : |
| Date : | Date : |

1. OBJECTIVE
2. SCOPE
3. ACCOUNTABILITY
4. ABBREVIATION (If any)
5. REFERENCE
6. RECORD RETENTION PERIOD
7. **PROCESS FLOW**

-Responsibility

- Flow Chart

- Remarks

- must include timeline

- May include document

|  |  |  |
| --- | --- | --- |
| Responsibility | Flow Chart | Remarks |