[Organization logo]

[Organization name]

**[TITLE OF YOUR DOCUMENT]**

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| Code: |  |
| Version: | 0.1 |
| Created by: |  |
| Approved by: |  |
| Date of version: |  |
| Signature: |  |

**Distribution list**

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| Copy no. | Distributed to | Date | Signature | Returned | |
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**Change history**

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| **Date** | **Version** | **Created by** | **Description of change** |
|  | 0.1 |  | Basic document outline |
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# Purpose, scope and users

# Reference documents

# [main section]

# Managing records kept on the basis of this document

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record name** | **Code** | **Storage** | | | **Responsibility** |
| **Retention time** | **Location** | **Protection** |
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# Appendices