TITLE

**Purpose**

The purpose of this procedure is to provide guidelines for…

**Scope**

The scope of this procedure relates to ….and excludes…

**Related Policies**

The policy of Border to Border in relation to this procedure is…

**Related records**

The related records of this procedure are….

And are stored/filed at ….

**Responsible persons**

Responsible for implementation and follow through of this procedure are…

**Related Documents**

**Procedure**