**Template for development of procedures**

|  |  |  |  |
| --- | --- | --- | --- |
| NUMBER: |  | TITLE: |  |
| Process: |  |
| Reference: |  |
| Step | **WHAT**(Detailed description of the task) | **WHO**(Designated person responsible for the execution) | **HOW**(Determination of the way the task will be performed and means to be used) | **WHEN**(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In **COORDINATION** with whom(Identify the persons to coordinate the execution of the task with when applicable) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| … |  |  |  |  |  |
| n |  |  |  |  |  |
|  |
| NOTES |
| N1 |  |
| N2 |  |
| … |  |
| Nn |  |
|  |
| ATTACHMENTS |
| # | **TITLE** | **DESCRIPTION** |
| A |  |  |
| B |  |  |
| … |  |  |
| n |  |  |