**Template for development of procedures**

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| 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) |
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| NOTES | | | | | | | | | |
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| Nn |  | | | | | | | | |
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| ATTACHMENTS | | | | | | | | | |
| # | **TITLE** | | | | | | **DESCRIPTION** | | |
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| B |  | | | | | |  | | |
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