Policy and Procedure Template

Policy title: _____ Policy number: _____

Owning department: _____ Version: _____

Effective date: _____ mm / dd / yyyy Next review date: _____ mm / dd / yyyy

HOW THIS DIFFERS FROM AN SOP

> **Policy sets the rule, procedure carries it out**
> The policy section states what the organisation requires and why, and applies across roles. The procedure section states who does what, in what order, to meet it. Keep them in one document so that nobody follows a procedure without knowing the rule behind it.

	Policy	Procedure
Answers	What and why	Who, how and when
Changes	Rarely - needs governance approval	More often - needs department approval
Audience	Everyone in scope	The people who perform the task
Written as	Statements of requirement	Numbered steps

PART A - POLICY

A1. Policy statement - what the organisation requires

A2. Rationale - the regulation, standard, risk or value behind it

Applies to: _____ Sites covered: _____

Exclusions: _____ Regulatory driver: _____

Role	Accountability under this policy

A3. Non-compliance - what happens if the policy is not followed

PART B - PROCEDURE

Step	Who	Action	Record produced
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Exception	Action	Escalate to

PART C - MONITORING

What is monitored	How	How often	By whom

Implementation

- [ ] Staff briefed
- [ ] Training delivered and recorded
- [ ] Published to the staff handbook or intranet
- [ ] Superseded version withdrawn
- [ ] Forms updated
- [ ] Audit scheduled

APPROVAL AND HISTORY

Version	Date	Author	Change	Approved by

Policy owner	Governance approval

Sources: General-purpose template.