
	<h1>Policies and Procedures Template</h1> <h2>Forms and Templates</h2>		Document Number: FM-SS-11.07
	Department: Quality Assurance	Effective Date: November 09, 2015	Revision No 0

	Title of 2Ps Policies and Procedures		Document Number: To be filled up by MGP
	Department:	Effective Date: To be filled up by MGP	Revision No To be filled up by MGP

Scope

Statement of what a particular 2Ps covers and what it does not cover. Most often, Scope is an expansion of the procedure title.

Sample:

This document covers the policies and procedures in requisition, approval, issuance and monitoring of parts.

Definition of Terms

A word or phrase used to describe a thing or to express a concept.

Sample:

MJOR – Material Job Order Requirement, form being used to request purchase of any item through Materials Management Department (MMD)

Ownership

Sample:

The *Fleet Management Manager* is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Prepared by:	Reviewed by:	Reviewed by:	Approved by:	Approved by:
Initials Position	Initials Position	LAP QA Manager	CTS SVP/CFO-CRO	EEU President/CEO

DDC: Please refer to printed files for signatures of approvers.

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Policies

A set of guiding principle which aims to consistently provide product and/or services that meet customer applicable and regulatory requirements.

Note:

1. State each policy or rule that affects the performance of the activity
2. Keep it brief.
3. Policies must accurately and consistently answer inquiries.
4. Statements must not start with a verb.
5. Do not include justification or historical reasons for the policy

Procedures

Describes how activities specific to particular departments are performed. It demonstrates the step by step process of performing ways of doing things.


Name	Symbol	Usage/Definition
Start or End		The Beginning and End points in the Sequence.
Process		An Instruction or a command.
Decision		A decision, either Yes or No.
Connector		A jump from one point in the sequence to another.
Direction of flow		Connects the symbols. The arrow shows the direction of flow of instructions.


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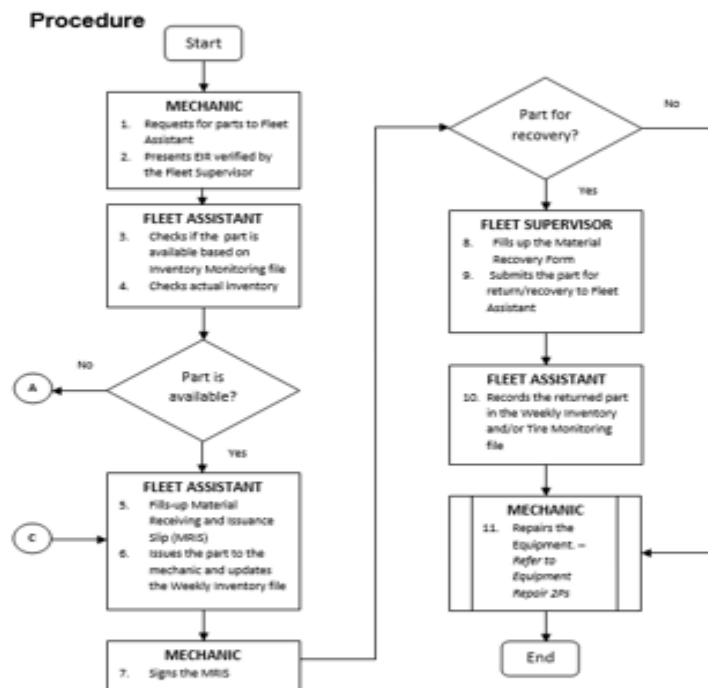
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Sample: This is not yet finished. This is for your reference only.



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