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| **Procedure Title:** | Name of the Procedure |
| **Procedure ID:** | #OP X-XXX – if there is only **one** operating procedure  #OP X-XXX **A -** if there is only **more than one** operating procedure, use **A, B, C, D** etc sequentially as required for each procedure  NOTE: Procedure ID numbers **“X-XXX”** are the same as the affiliated policy. If no overarching policy exists contact the College Policy Coordinator |
| **Manual Classification:** | Section X – Section Name (i.e. Section 1 – College Policies) If unsure contact the College Policy Coordinator |
| **Linked to Policy:** | If Yes includes the Policy # **X-XXX”** and Policy name. If No, N/A |
| **Approved by Senior Management Team:** | Date of SMT approval |
| **Revision Date(s):** | List chronologically as applicable |
| **Effective Date:** | Must be on, or after, the date of approval |
| **Next Review Date:** | Should be the same date (or earlier) than the ‘attached’ policy) |
| **Contacts for Procedure Interpretation:** | May include additional individuals not listed on the ‘attached’ policy (ie. Manager or director responsible for day-to-day operations) |

**1.0 – Purpose**

State **why** this procedure exists – this will typically be similar/the same as the **Purpose** for the ‘attached’ Policy. For example, you may wish to write a **brief** paragraph that begins with the following prompt:

The purpose of this procedure (the “**Procedure**”) is to set out instructions for…

You might also want to include the following clause/statement if there are terms used in the Procedure that may not be clear to someone who has not read the ‘attached’ Policy:

Terms not defined in this Procedure have the same meaning found in the College’s Access to Information and Protection of Privacy Policy.

**You may wish to include a Scope or Definitions section if either would differ from those found in the ‘attached’ Policy (whenever possible, Scope and Definitions should be consistent across a Policy and all ‘attached’ Procedures).**

**2.0 – Procedure**

**2.1 - Overview**

1. This is where you describe the relevant principles or ‘steps’ that the College will take to enact and fulfill the **Purpose** of the Procedure.
2. Subsections of **2.0** are numbered sequentially **2.1**, **2.2**, etc.
3. Principles or ‘steps’ within subsections are listed alphabetically (as seen in 2.1 example below)
   1. **– Subsection 2**
4. If a principle or ‘step’ requires additional information (such as a list or sub-clauses that detail exceptions or limitations) then we use bullet points, as follows:

* For example, maybe you need to clarify a common circumstance where **2.2** **a**  may not apply;
* Or, perhaps there are several different ‘sub-steps’ that would only be relevant in certain circumstances, that need to be detailed

**3.0 – Additional Procedures (as needed)**

**3.1 - Overview**

1. Many College Procedures will involve multiple sections to detail specific actions that the College will take. Whenever possible, it is preferable to include multiple sections in a single procedure rather than develop multiple, stand-alone procedures for each section.

**4.0 – Related Documents**

This is where you list, in order:

* + Relevant legislation,
  + College Policies that are mentioned explicitly in this procedure or that this procedure might ‘interact’ with,
  + Operating Procedures that are mentioned explicitly in this policy or that this policy might ‘interact’ with (but that are not ‘attached’ to this policy)
  + Other documents, as appropriate (this can include forms and other publicly available documents)
  + Please DO NOT include hyperlinks

**5.0 – History of Amendments & Reviews**

If available, include a full list of amendments and/or reviews/revisions that were approved by the College’s Board of Governors and/or SMT.