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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 Privacy and Policy Officer |
| **Manual Classification:** | Section Name (i.e., College Policies) |
| **Linked to Policy:** | Includes the Policy # **X-XXX”** and Policy name. If not linked to a policy, enter N/A |
| **Approved by Senior Management Team (SMT):** | Date of SMT approval |
| **Effective Date:** | Date Procedure goes into effect |
| **Next Review Date:** | Should be the same date (or earlier) than the linked policy, maximum 3 years from the last review date |
| **Contact for Procedure Interpretation:** | List only the VP of the department that is the procedure owner |

***It is optimal for departments to send their final versions to the Privacy and Officer prior to submitting them for presentation to SMT / BoG, so final versions may be presented. Even if this does not occur, Final formatting will be completed by the Privacy and Policy Officer. Please focus on the content and dates when reviewing / updating Procedures.***

***Think about which departments other than your own that may be impacted by this policy. It is strongly recommended that these departments are given the opportunity to review any changes / new documents, including union heads.***

**1.0 – Purpose**

*State* ***why*** *this procedure exists in plain language. This will likely be similar/the same as the* ***Purpose*** *for the linked Policy.*

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

**2.0 – Definitions and Acronyms**

Define terms / phrases that are specific to this issue and used throughout this procedure here as clearly and concisely as possible. Definitions and acronyms defined in a policy do not need to be repeated in its complementary procedures.

Definitions and Acronyms defined in a related policy that also apply to procedures *do not need* to be defined *again* in the procedure. Terms that are defined in related Policy that apply to the procedure as well must have the same meaning found in its linked policy.

Definitions and Acronyms should be listed alphabetically.

Acronyms should be defined in this section if used throughout the policy and/or procedure document, and formatted like this:

**Board of Governors (BoG)**: The authority to govern Sir Sandford Fleming College is given to the Board of Governors through the Ontario College of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03, Ministry Binding Policy Directives, and further outlined in the Board of Governors Bylaw 1

Definitions should be formatted in the following manner:

**College Community:** Any person who studies, teaches, conducts research at or works at, or under, the auspices of the College and includes without limitation, employees or contractors; appointees (including volunteer board members); students; visitors; and any other person while they are acting on behalf of, or at the request of the College.

**3.0 – Guiding Principles**

*Include any universal / enduring guidance, steps, etc. that are specific to this procedure, and which apply in all circumstances here.*

*An example of guiding principles as pulled from the existing OP #6-605A IT Business Continuity and Disaster Recovery Procedure:*

A comprehensive backup process and associated schedules must be established and maintained regularly for restoring critical data and services in the event of a disaster, up to a specified recovery point objective (RPO) for each critical IT system.

The CTO will appoint a Business Continuity & Disaster Recovery (BC/DR) Team with defined responsibilities and schedules.

System and Application Administrators will develop, maintain, and test plans to backup and restore systems and data, as part of operational due diligence and DRP testing, for the respective systems under their custody and control.

**4.0 – Scope**

*If there is any change, modification or difference in the Scope of a Procedure from the Scope as documented in its linked policy, document* ***only what is different*** *here.*

*If there is* ***no change*** *in Scope between the linked Policy and a Procedure, delete this section.*

*To* ***whom*** *does this procedure apply;* ***who*** *is responsible for oversight, management of, and compliance with the procedure? If not, the entire College Community as defined above, be as precise as possible in describing who is responsible for the policy and who/what it governs – people? Information? – define them all in this section.*

*Consider the mandatory review period of three years for Procedures. When identifying specific roles in this section (or elsewhere in the document), refer to the position title rather than an individual name, to reduce the frequency of revisions required by staff turnover.*

**5.0 – Operating Procedure**

This is the section of the procedure that describes **how** a policy is to be applied by laying out the specific steps required to do so.

Each step required should be mapped here in detail, articulating each activity required on a step-by-step basis, including timing of each activity, and who is responsible for each activity.

When identifying roles related to procedure activities, please use the position title as opposed to an individual’s name to do so. This reduces the frequency requirement for procedure revision when there is staff turnover.

**5.1 – Procedure Sections**

1. This is where you describe the steps or principles that the College will take to enact and fulfill the **Purpose** of the Procedure.
2. Subsections of **5.0** are numbered sequentially **5.1**, **5.2**, etc.
   * Note that some preceding sections may not be required, and if so should be deleted
   * Update the section numbers based on what the policies require, and ensure that subcategories align with the numbering pattern
   1. – “**Sub-steps”**

If a principle or ‘step’ requires additional information (such as a list or sub-clauses that details exceptions or limitations) then we use letters as follows:

1. Perhaps there are several different ‘sub-steps’ that would only be relevant in certain circumstances that need to be detailed
2. 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:
   * Maybe you need to clarify a common circumstance where **5.2** **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. Principles or ‘steps’ within subsections should listed alphabetically

**6.0 – Related Documents**

Note – it is **not necessary** to repeat Related Documents that are listed in any policy linked with this procedure, in the procedure. Only add items to this section of the Procedure that **are not** already listed in its linked policy.

This is where you list alphabetically, in the following order:

* Relevant legislation using appropriate citation i.e., FIPPA - *Freedom of Information and Protection of Privacy Act* R.S.O. 1990 c. F. 31
* College Policies and/or Operating Procedures to which this policy is linked;
* College Policies and/or Operating Procedures that are explicitly referenced in this policy,
* Other relevant documents, as appropriate (this can include forms and other publicly available documents)

**Policy Revocation**

If this is either a new policy or an existing policy that is being updated and in either case replaces another existing policy(ies):

* Please list all policies and/or procedures that should be considered for removal here

**7.0 – History of Amendments & Reviews**

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

Where amendments were approved, keep the list of what was changed general – for example, if multiple subsections were revised, it is acceptable to document that as “Sub-section 5.1(b) revised” rather than documenting each revision within that subsection.

Where there were no amendments as part of a review process, then “Review” may be documented as the lone activity completed during that approval cycle. The table can be expanded as needed.

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| **Date Approved** | **Approved By** | **List of Approved Amendments / Review** |
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