*This template has been developed by Pearl Initiative. It is intended to be used for informational purposes only and is not a standard document or template. Organisations are encouraged to adapt the document to meet their specific requirements.*

Insert

Organisation

Logo

[Insert Organisation Name]

Internal Procedure Document

# Introduction

[Insert a short description of the objective of this procedure and why it is an important part of your organisation’s operations. It is important to describe how this procedure relates to the wider objectives and expectations of your organisation, so a reader can understand why it has been put into place]

## Scope

The document applies to the following individuals/groups of individuals:

|  |  |
| --- | --- |
| Department | ` |
| [Department Name] | [Title of the responsible individual] |

# **Definitions & Acronyms**

 [Include a list of all abbreviations and key terms included throughout this procedure]

|  |  |  |
| --- | --- | --- |
| Abbreviation | Term | Definition |
|  |  |  |
|  |  |  |

1. Roles and Responsibilities

[Include a list of all individuals who have roles and responsibilities associated with **this procedure** (i.e. approvers, followers, reviewers, etc.) and provide a summary of their responsibility.]

|  |  |
| --- | --- |
| Title | Roles & Responsibilities |
|  |  |
|  |  |

1. Key Controls

[Include a list of all the key controls associated with this procedure. Controls are policies and procedures put in place to ensure the continued reliability of this and other procedures developed by the organisation. The below controls will also form the basis against which internal audit activities take place.]

|  |  |
| --- | --- |
| Control Owner | Control Description |
|  |  |
|  |  |

1. Procedure

## Overview of the [Name] Procedure

[Add an overview of the complete procedure (in terms of steps and sub-steps) using a flowchart or other graphical representation to provide the reader with a snapshot of what is expected to be done. Add/remove steps/sub-steps as required to describe the procedure in full.]

1. Detailed Steps

## Step 1

#### Step 1.1

[Describe the step/sub-step]

#### Step 1.2

[Describe the step/sub-step]

#### Step 1.3

[[Describe the step/sub-step]

## Step 2

#### Step 2.1

[Describe the step/sub-step]

#### Step 2.2

[Describe the step/sub-step]

#### Step 2.3

[Describe the step/sub-step]

## Step 3

#### Step 3.1

[Describe the step/sub-step]

#### Step 3.2

[Describe the step/sub-step]

#### Step 3.3

[Describe the step/sub-step]