(Policy Formatting Guidelines)

COVER PAGE

Policy Number: This includes the Version and the Draft number as follows:
DRP0.3
        DRP-abbreviation of title
        0-Version
        3-Draft

Status: current status of document
        i.e. Draft, Ratified, Under Review

Date Issued:

Evaluation and Review: Date of evaluation/review decided on by Approving Authority

Policy Contact Officer: Position name of personnel responsible

Related Documentation:
POLICY STRUCTURE

Rationale:

Scope:

Principles:

Definitions (where appropriate):

Procedures:

Where policy documents detail procedures are to be followed, a flow chart of action will be included.

Policy Layout

Font: Arial 10
  Cover page main heading: 20 pt (Bold)
  Cover page sub heading: 18 pt
  Content: 12 pt

Content headings: Bold

Margins:       Top/bottom: 1cm
               Left/right: 2.54cm
               Header/footer: 0.6cm

Watermark: All policy documents to include Draft Watermark until they are finalised.

Paragraph numbering is to be used throughout the policy.

Date format: Date is to be typed in. Automatic date and time insert option is not to be used.