

<Procedure Title>

Version x.x
Owner:

PROCEDURE SPECIFICATION

Revised: (date)
CID:

Description: <Enter the description of the procedure being performed> This procedure will...	
Entry Conditions: <List the entry conditions that must be met before this procedure can be performed> <ul style="list-style-type: none">• Entry criteria 1• Entry criteria 2• Entry criteria x	Exit Conditions: <List the exit conditions that must be met before this procedure can be completed> <ul style="list-style-type: none">• Exit Criteria 1• Exit Criteria 2• Exit Criteria x
Input: <List the input (documents, forms, etc.) used as part of this procedure> <ul style="list-style-type: none">• Input 1• Input 2• Input x	Output: <List the output (documents, forms, etc.) used as part of this procedure> <ul style="list-style-type: none">• Output 1• Output 2• Output x
Methods & Tools: <List any tools, software, etc., needed to perform this procedure> <ul style="list-style-type: none">• MS Word• Test Director• MS Excel...	
Measurements: <List any measurements that are accomplished as part of this procedure> <ul style="list-style-type: none">• Measurement 1• Measurement 2• Measurement x	
Roles: <List the role or roles performing this procedure> <ul style="list-style-type: none">• Role 1• Role 2• Role x	
References: <List the input (documents, forms, etc.) used as part of this procedure> <ul style="list-style-type: none">• Reference 1• Reference 2• Reference x	
Summary of Tasks: <Provide a summary of the tasks being formed in this procedure> <ul style="list-style-type: none">1.1 Task 11.2 Task 21.3 Task 31.x Task x	
Procedure Steps: <Provide the detailed steps for each of the tasks being formed in this procedure> <ul style="list-style-type: none">1.1 Task 1<ul style="list-style-type: none">Step 1: Role 1 shall xxxStep 2: Role 1 shall xxxStep 3: Role 2 shall xxxStep x:1.2 Task x<ul style="list-style-type: none">Step 1:Step 2:Step 3:Step x:	

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SAMPLE