

Revision	Effective Date	XYZ Procedure
2	1/1/05	XXX

1. Purpose

(Some wording that describes what this procedure is for. The title can show the purpose, as long as it's clear.)

2. Responsibilities

The ... is responsible for the review and approval of this procedure.

(This can be a blanket statement, made in the front of the manual, or in the Documents and Data control section, or in somebody's job description)

The ... is responsible for carrying out this procedure.

(This could also be a blanket statement, but the whole point of a procedure is to be able to hand it to somebody who can then read it and see what the job requires. It's best to show it in here, such as "the loader loads the truck")

3. Procedure

This is where you show the steps required for the procedure. Check the Standard for Steel Building Structures to see if there are any specific requirements, and make sure they are in here, and any specifics you need for your facility.

If you already have procedures, maybe lacking the formal requirements such as responsibilities, you can refer to them here. (Example: See Procedure XXX, located ...)

4. Records generated

The records can be shown here in a list, or embedded in the procedure steps, such as "the loader loads the truck and then checks it off on the loading list"

5. Revision History - (Here is an example of how it can be done)

Changed paragraphs are marked with a bar in the left margin. (You could use either markings like bold, italic, lines, etc, or describe the change like below. The changes could be in a table at the front of the manual).

General descriptions of changes are noted below.

No.	Date	Description
1	11/15/04	Original issue

This type of revision history is not required HERE in the procedure, but you must have some method of controlling and describing revisions (Could be in Document and Data Control), and you must be able to show that a certain procedure is the latest version. A revision date or revision number works too.