Procedure for X

Responsible Unit:

E-mail:

**Last Revised Date:** MM/YYYY

1. **Introduction**

This procedure describes x and accompanies the X Policy.

1. **Definitions**

Capitalized termsused but not defined in this procedure have the meaning assigned in the X Policy.

**[Add defined terms here that are only used in the procedure, not in the policy]**

1. **Procedure**
   1. **Heading 1**
   2. x
      1. x
   3. x
2. **Heading 2**
3. x
4. x
   * 1. x
     2. x
5. x