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