

Example General Document

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Latest changes as at [date]

The most recent changes are summarised below.

Section changed	Key changes
[link to heading]	[summarise key changes]

In this section

- [list and link to the next level of headings]
-
-

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Purpose and scope

Purpose

[describe the purpose / rationale]

Rationale

[describe the rationale, i.e. why we need it?]

Applies to

This document applies to:

- [who]
-

It does **not** apply to:

- [who]
-

Scope

This document covers:

- [what is covered/included]
-

It does **not** cover:

- [what is not covered] - see [link to where it is covered]
-

Assumptions

In this document it is assumed that [e.g. prior training, existing knowledge, etc...].

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Structure

Document structure

This document is divided into the following sections:

Section	Description
[title (link to this title)]	[what is covered]

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Related documents

References

Refer to the following for additional information:

- [related policies]
- [related procedures]
- [related standards]

[link to reference]	[describe what it covers] [describe how it relates to this document]

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Feedback and amendments

Who

This manual has been prepared by [department / business unit].

Amendments to this manual are:

- reviewed by [who]
- approved by [who]

When

Amendments to this manual are issued

[when, e.g. fortnightly, monthly, quarterly, as required].

Feedback

Every effort is made to ensure the content of this manual is appropriate, accurate and complete.

Your feedback will help us to:

- identify changes required
- continually improve this manual

If you would like to suggest an amendment/addition to this manual:

- [?]
- [?]

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Document status and history

Document status

The current status of this document is shown below.

Document Number	Example General Document
Version	1.0
Issue Date	20/04/2008
Owner	Your Company Details
Confidentiality	Your Confidentiality Statement

Document history

The history of changes made to this document is shown below.

Version	Date	Summary of Changes
1.0	[date]	First issue.

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