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| --- | --- | --- | --- |
| Project/Tranche/Programme name |  | | |
| Date: |  | | |
| Author: |  | | |
| Document reference: |  | Version: |  |

## Revision History

|  |  |  |
| --- | --- | --- |
| Date | Summary of changes | Version |
|  |  |  |
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**Approvals**

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| Name | Version | Date | Approval context | Signature |
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**Distribution**

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| Distributed to: | Version | Date | Signature |
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## Policy

|  |
| --- |
| Introduction |
| Roles and responsibilities |
| Information management |
| Assurance |
| Budget |
| Interfaces |

## Procedure

|  |
| --- |
| Collect and create data |
| Document and store information |
| Access and disseminate |
| Archive |
| Destroy |