# Form 09 (PLANNING)

METHOD STATEMENT

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| --- |
| **TITLE OF THE UNIT OR AREA TO WHICH THIS APPLIES****TITLE OF THIS METHOD STATEMENT** |
| **Author: Signature:****Date: /** / | **Endorsed by: Signature:****Date: / /** | **Reference No.** | **Page of** |

# Purpose

What is the reason for the existence of this document? What process does it describe?

# Scope

The boundaries of the description including what it covers and its limitations such as specific things which must be made clear that it does not address.

# Introduction

This is to be kept brief to provide a summary – It is often not used if Purpose and Scope have been included.

# Related Information

This could be regulatory references or other information which will be required by whoever will carry out the process (the operator) as described.

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|  | **Instruction** | **Responsible** |
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