

{TITLE}

## 1 Objective

{describe the objective of this procedure}

## 2 Scope

{describe the scope of application of this procedure}

## 3 List of abbreviations

{Include a list of abbreviations used in this procedure}

## 4 Responsibilities

{name of responsible person/entity}	{list of responsibility of the person/entity within this procedure}

## 5 Flowcharts

{Include a flowchart to describe this procedure}

## 6 Description

{Include a detailed description of the procedure}

## 7 Input / Output

{List the documents/information necessary for action within this procedure (INPUT), and the documents/information produced as a consequence of action within this procedure (OUTPUT)}

Input	Output

## 8 Additional information

{List all the documents within the EMQAL quality system that are related to this procedure}

Related documents:

## 9 Annexes

{List all the documents attached to this procedure}

## 10 Distribution

{List all the people/institutions who hold an updated copy of this document}

- 1 – Representative of EMQAL in University of Algarve
- 2– Representative of EMQAL in University of Barcelona
- 3 – Representative of EMQAL in University of Bergen
- 4 – Representative of EMQAL in University of Cadiz
- 5 – Representative of EMQAL in Gdansk University of Technology

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