

APPENDIX 7

SAMPLE BRP RECOVERY STEPS/TASKS/PROCEDURE DOCUMENT

Title:

A short descriptive title for the step/task/procedure

Purpose:

Clearly state the purpose for this step/task/procedure.

Scope:

Describe what the step/task/procedure covers and a summary of its content.

Authority:

Define any specific requirement for this step/task/procedure.

Responsibility:

Identify who, by position title, is charged with a responsibility and describe that responsibility succinctly but in sufficient detail to be readily understood by the reader. Where the procedure covers the responsibilities for a team or other group, specify members by position title and/or name and telephone number.

Procedure and Steps:

Describe the steps/task/procedure and/or process to be accomplished and where they should be performed (if applicable). Use flow charts, diagrams or tables to clarify the procedure in sufficient detail to enable ready comprehension by the reader(s).