POLICY DOCUMENTS FORMAT

3 March 2022

PURPOSE: This is to document the suggested format for RCEHT policy documents providing the reader with consistency, and easy to understand information about the documents review history.

DETAILS: The RCEHT Logo will be in the top of the document

Document Header will be Times New Roman 20 with color set to blue

Draft documents will be indicated by (Draft) below the Document Header and above the date

Date will be below the Document Header

Document Font will be Times New Roman 12.   Section headings may be in bold.

Document Footer will contain the page numbers and a statement advising the reader of when the document is due for review. Times New Roman 9 Color Orange.