**PURPOSE**

Provide a brief description for the purpose including any related regulatory or stakeholder references e.g. The purpose of this policy is to meet the airport standard for license verification

**POLICY**

Provide information on the requirements needed to be/remain in compliance with the company, regulatory or stakeholder requirements.

**PREPARED BY**

**APPROVED BY**

Policies should be approved by the department leader

**FOR FURTHER INFORMATION**

Could be N/A or include reference to company manuals or procedures

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