

Approval and Authorization Section

Document Reference: [Document Title / Number]

Name	Position/Role	Signature	Date
[Name of Approver 1]	[Position/Role]	_____	____/____/____
[Name of Approver 2]	[Position/Role]	_____	____/____/____
[Name of Authorizer]	[Position/Role]	_____	____/____/____

Important Notes:

- This section formally records authority and consent for the actions or decisions outlined in the document.
- Ensure each signatory is aware of their responsibilities before signing.
- All fields should be completed, including printed names, official roles, signatures, and dates.
- Store signed documents securely for legal and audit purposes.
- Review this section periodically to ensure signatures and roles reflect any organizational changes.