

	Certification System WORK INSTRUCTION	
	How to Complete: Excel Templates	

PURPOSE

This document provides instruction for
 - How to Complete the Excel Templates on the NCO website

PROCEDURE

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| 1. | Go to the NCO Website: |
| 2. | Under Operation Resources go to Organic Plans & Record Templates |
| 3. | Download the relevant template required |
| 4. | The spreadsheet is protected, you will need to click on the enable content button to allow you to make changes to the spreadsheet |
| 5. | Save the document to your computer |
| 6. | Fill in the document with the required information in the empty boxes to the right |
| 7. | If required, print the required templates to give to the appropriate people |
| 8. | If required you can re-save the document with a new name relevant to the information in the template, this can be kept in your records to be referred to at inspection time |
| 9. | The blank template that has been saved can then be re-used in the future |