



**Certification System  
WORK INSTRUCTION**

**How to Complete: Word  
Templates**

**PURPOSE**

This document provides instruction for

- How to Complete the Word Templates on the NCO website

**PROCEDURE**

1. Go to the NCO Website:
2. Under Operation Resources go to Organic Plans & Record Templates
3. Click on the link to the word documents at the bottom of the page
4. Open the relevant template required
5. The document is protected, you will need to click on the enable content button to allow you to make changes to the document
6. Save the document to your computer
7. Fill in the document with the required information in the space provided
8. If required, print the required templates to give to the appropriate people
9. If required you can re-save the document with a new name relevant to the information in the template, to keep in your records that can be referred to at inspection time
10. The blank template that has been saved can then be re-used in the future