MD-SOP-002R-02

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6350 South 3000 East Salt Lake City, Utah 84121

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	Doc Number: MD-SOP-0021	Rev: 02	Release Date:23 Feb 2016

## POLICY AND PROCEDURE TEMPLATE

### **APPROVALS**

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### **REVISION HISTORY**

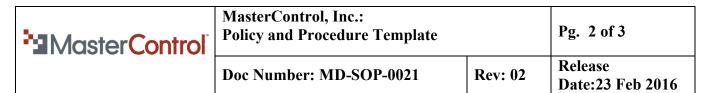
AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
D Ade	Initial Release	01	See MasterControl

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BATCH NO.: sdfg



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### 1. PURPOSE

Briefly describe the reasoning or purpose of the document.

### 2. SCOPE

Briefly describe the coverage or scope of what is covered and/or exempted from this process. Please refrain from adding policy or procedure detail in this section.

### 3. **DEFINITIONS**

- Word Definition
- Word Definition

### 4. RESPONSIBILITIES

• Responsible Party – Describe the responsible party responsibilities

# 5. PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)

### 5.1 Process Flow

If applicable insert simple process flow chart or picture here. Keep the flowchart descriptions simple putting the detail in the next subsection. If there is not a flow chart or picture write "Not Applicable".

- 5.2 Procedure/Policy/Work Instruction (remove title that does not apply)
  - 5.2.1 Overview
  - 5.2.2 Details

#### 6. APPLICABLE REFERENCES

List of applicable reference documents.

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## **Signature Manifest**

**Document Number: MD-SOP-0021** Revision: 02

Title: Avid SOP

All dates and times are in Mountain Time Zone.

### **SOP Approval**

### Collaboration

Name/Signature	Title	Date	Meaning/Reason		
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### **Approval**

Name/Signature	Title	Date	Meaning/Reason
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