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	MasterControl, Inc.: Policy and Procedure Template		Pg. 1 of 3
	Doc Number: MD-SOP-0021	Rev: 02	Release Date: 23 Feb 2016

POLICY AND PROCEDURE TEMPLATE

APPROVALS

All approvals are maintained and controlled in the MasterControl™ system.
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REVISION HISTORY

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

Draft and Archived/Obsolete revisions are not to be used.
Access MasterControl™ system to verify revision.

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	MasterControl, Inc.: Policy and Procedure Template		Pg. 2 of 3
	Doc Number: MD-SOP-0021	Rev: 02	Release Date: 23 Feb 2016

Table of Contents

1.	PURPOSE	3
2.	SCOPE	3
3.	DEFINITIONS.....	3
4.	RESPONSIBILITIES	3
5.	PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)	3
5.1	PROCESS FLOW	3
5.2	PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)	3
6.	APPLICABLE REFERENCES.....	3


MD-SOP-0021R- 02

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	MasterControl, Inc.: Policy and Procedure Template		Pg. 3 of 3
	Doc Number: MD-SOP-0021	Rev: 02	Release Date:23 Feb 2016

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

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SOP Approval

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