MasterControl™

6350 South 3000 East
Salt Lake City, Utah 84121

MD-SOP-0021 R - 02

BATCH ID:

SITE: 1

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Document Number:

Title:

Notes:

Document Information:

Revision:	Vault:
Type:	Status:

Date Information:

Effective Date:	Next Review Date:
Release Date:	Expiration Date:

Control Information:

Author:	Previous Number:
Owner:	Change Number:

All dates and times are in

	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.
Please refer to the MasterControl™ system for the current controlled revision and approval records.

REVISION HISTORY

AUTHOR	*REVISED SECTION/PARAGRAPH*	*REV*	*RELEASED*
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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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

- <u>Word</u> – Definition
- <u>Word</u> – Definition

4. RESPONSIBILITIES

- <u>Responsible Party</u> – 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.

-

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
Paul Sanderson (PSANDERSON)			
Dallas Volk (DVOLK)			
Sarah Christensen (SCHRISTENSEN)			
Mark Sloan (MSLOAN)			
Rob Carpenter (RCARPENTER)			
Matt Smith (MATT)		23 Oct 2017, 01:14:58 PM	Complete

Approval

Name/Signature	Title	Date	Meaning/Reason
Matt Smith (MATT)		23 Oct 2017, 01:16:44 PM	Approved

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