



6330 South 3000 East, Suite 200  
Salt Lake City, UT 84121

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|---|---|----------------|---------------------------------|
|  | <b>MasterControl, Inc.:</b><br><b>Policy and Procedure Template</b> |                | <b>Pg. 1 of 3</b>               |
|   | <b>Doc Number: MD-SOP-0020</b>                                      | <b>Rev: 01</b> | <b>Release Date:22 Feb 2015</b> |

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

| <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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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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