



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

	DOCUMENT NUMBER:				
	DOCUMENT TITLE:				
	DOCUMENT NOTES:				
Do	cument Information				
	Revision:	Vault:			
	Doc 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.:								
<b>Policy and Procedure Template</b>	,							

Doc Number: MD-SOP-0020 Rev: 01

Release

Pg. 1 of 3

Date:22 Feb 2015

## POLICY AND PROCEDURE TEMPLATE

#### **APPROVALS**

All approvals are maintained and controlled in the MasterControl<sup>TM</sup> system. Please refer to the MasterControl<sup>TM</sup> 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<sup>TM</sup> system to verify revision.

Printed By: Printed Date & Time:



MasterControl, Inc.:								
Policy and Procedure Template	•							

Pg. 2 of 3

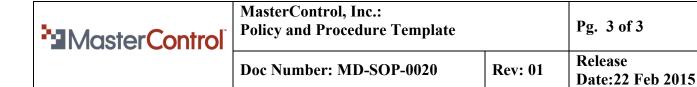
**Doc Number: MD-SOP-0020** 

**Rev: 01** 

Release Date:22 Feb 2015

## **Table of Contents**

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



#### 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.

•

Printed By: Printed Date & Time: