


MD-SOP-0021R- 02

BATCH NO.: jbjn

SITE: kbjj ugjhn

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

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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kjh

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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
Paul Sanderson (PSANDERSON)			
Dallas Volk (DVOLK)			
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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

kjh

\*\*This document has been electronically signed\*\*