MD-SOP-0020

PROTOCOL NO.:



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	DOCUMENT NUMBER:				
	DOCUMENT TITLE:				
	DOCUMENT NOTES:				
Do	ocument Information				
	Revision:	Vault:			
	Doc Type:	Status:			
Da	ate Information				
	Effective Date:	Next Review Date:			
	Release Date:	Expiration Date:			
Co	ontrol Information				
	Author:	Previous Number:			
	Owner:	Change Number:			
	All dates and times are in				

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Doc Number: MD-SOP-0020 Rev: 01

Release Date:22 Feb 2015

POLICY AND PROCEDURE TEMPLATE

APPROVALS

All approvals are maintained and controlled in the MasterControlTM system. Please refer to the MasterControlTM 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 MasterControlTM system to verify revision.

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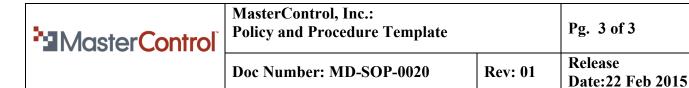
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1. PURPOSE

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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