



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

DOCUMENT NUMBER:

DOCUMENT TITLE:

DOCUMENT NOTES:

Document 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

CONTROLLED COPY

MD-SOP-0002 R- 01

For External Audit

This document has been electronically signed

	MasterControl, Inc.: Policy and Procedure Template		Pg. 1 of 3
	Doc Number: MD-SOP-0002	Rev: 01	Release Date:15 Mar 2015

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.


	MasterControl, Inc.: Policy and Procedure Template		Pg. 2 of 3
	Doc Number: MD-SOP-0002	Rev: 01	Release Date:15 Mar 2015


Table of Contents

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

Copyright MasterControl. All rights reserved. May not be reproduced without permission. All hard copies should be checked against the current electronic version within MasterControl™ prior to use and destroyed promptly thereafter. All hard copies are considered Uncontrolled documents.

For External Audit

This document has been electronically signed

	MasterControl, Inc.: Policy and Procedure Template		Pg. 3 of 3
	Doc Number: MD-SOP-0002	Rev: 01	Release Date:15 Mar 2015

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.

-