		STANDARD OPERATING PROCEDURE	
SOP NUMBER:		VERSION:	
SOP TITLE:			

PURPOSE OF THIS SOP AND WHAT IT IS APPLIED TO

<Describe the purpose of the SOP, what it should be applied to and when/under which circumstances. Include details of any specific limitations and/or exclusions>

WHO THIS SOP IS APPLICABLE TO

FUNCTION(S)			SITE(S)			REGULATIONS	
<input type="checkbox"/> ED <input type="checkbox"/> CMC <input type="checkbox"/> LO <input type="checkbox"/> PATH <input type="checkbox"/> SA GOS	<input type="checkbox"/> GBT <input type="checkbox"/> NCFS <input type="checkbox"/> QA	<input type="checkbox"/> GxP Supt Dept. <input type="checkbox"/> Non-GxP Supt <input type="checkbox"/> SA	<input type="checkbox"/> Global <input type="checkbox"/> ALN <input type="checkbox"/> GRN <input type="checkbox"/> MSN <input type="checkbox"/> SHA	<input type="checkbox"/> CHA <input type="checkbox"/> HAR <input type="checkbox"/> MUE	<input type="checkbox"/> DEN <input type="checkbox"/> IND <input type="checkbox"/> PCV	<input type="checkbox"/> GCP <input type="checkbox"/> GMP	<input type="checkbox"/> GLP <input type="checkbox"/> None

SPECIFIC APPLICABILITY	<If necessary, list sub-functions, groups or specific roles that the SOP applies to and any specific exclusions, otherwise "N/A" >
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OTHER DOCUMENTS NEEDED TO EXECUTE THIS SOP

DOC REFERENCE	TYPE	TITLE
<Add doc reference>	<Add doc type>	<Add doc title>

STEP-BY-STEP INSTRUCTIONS

<Add Heading 2; remove if no sub sections>

ROLE		ACTION
<Add role>	1	<Add instructional text> <ul style="list-style-type: none"> <Add decision option text>
	2	<Add instructional text>
	3	<Add instructional text>
	4	<Add instructional text>

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ROLE		ACTION
	5	<Add instructional text>

<Add Heading 2; remove if no sub sections>

ROLE		ACTION
<Add role>	1	<Add instructional text> <ul style="list-style-type: none"> <Add decision option text>
	2	<Add instructional text>
	3	<Add instructional text>
	4	<Add instructional text>
	5	<Add instructional text>

SUPPLEMENTARY INFORMATION THAT IS NEEDED

<Add Heading 2; remove if no sub sections>

<Add Text>

<Add Heading 3; remove if no sub-sub headings>


<Add Text>

DEFINITIONS

TERM	DEFINITION
<Add term>	<Add non-obvious definition>
<Add term>	<Add non-obvious definition>

CHANGES FROM THE PREVIOUS VERSION OF THIS SOP

SOP SECTION	CHANGE
<SOP section>	<Summarise Change>


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SOP SECTION	CHANGE
<SOP section>	<Summarise Change>

APPENDICES

<List Appendices>


Archive

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APPENDIX 1: <PROCESS OVERVIEW (RECOMMENDED)>

<Add Flowchart>

Archive

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APPENDIX 2: <ADD TITLE>

Archive