*** Master Control*		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)		REGUL	ATIONS	
□ ED			☐ Global			☐ GCP	☐ GLP
□ смс	☐ GBT	☐ GxP Supt Dept.	☐ ALN	□ СНА	☐ DEN	☐ GMP	☐ None
□ LO	☐ NCFS	☐ Non-GxP Supt	☐ GRN	☐ HAR			
☐ PATH	□ QA	□SA	☐ MSN	☐ MUE	☐ PCV		
☐ SA GOS			☐ SHA				

OTHER DOCUMENTS NEEDED TO EXECUTE THIS SOP

DOC REFERENCE	TYPE	TITLE
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STEP-BY-STEP INSTRUCTIONS

<Add Heading 2; remove if no sub sections>

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		• <add decision="" option="" text=""></add>	
	2	<add instructional="" text=""></add>	
	3	<add instructional="" text=""></add>	
	4	<add instructional="" text=""></add>	

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Training procedure

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SOP NUMBER:		VERSION:	

ROLE		ACTION
	5	<add instructional="" text=""></add>

<Add Heading 2; remove if no sub sections>

ROLE		ACTION	
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		• <add decision="" option="" text=""></add>	
	2	<add instructional="" text=""></add>	
	3	<add instructional="" text=""></add>	
	4	<add instructional="" text=""></add>	
	5	<add instructional="" text=""></add>	

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	
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CHANGES FROM THE PREVIOUS VERSION OF THIS SOP

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Training procedure

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SOP SECTION	CHANGE
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APPENDICES

<List Appendices>

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APPENDIX 1: <PROCESS OVERVIEW (RECOMMENDED)>

<Add Flowchart>

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Training procedure

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APPENDIX 2: <ADD TITLE>

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