



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

DOCUMENT NUMBER:

DOCUMENT TITLE:

DOCUMENT NOTES:

### Document Information

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Effective Date:

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### Control Information


Author:

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All dates and times are in

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

## POLICY AND PROCEDURE TEMPLATE

### APPROVALS

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*All approvals are maintained and controlled in the MasterControl™ system.*

*Please refer to the MasterControl™ system for the current controlled revision and approval records.*


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### 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.***

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

## Table of Contents

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

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