**Botswana Medicines Regulatory Authority**

**Approved By:**



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**The name of HOD should be typed here**

**Exact position of the HoD here**

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### Revision status sheet

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### 1 Purpose

Define the purpose in declarative sentence which summarizes the specific goals of a document. Remember that text should be Gillsans and should be font 12.

**Note: All that is in red is meant to provide guidance to the user of the document and should therefore be deleted and/or replaced with the required text.**

### 2 Scope

Define what the document is applicable to e.g. this guideline are applicable only to registration of veterinary medicines.

### 3 Definitions and abbreviations

### 3.1 Definitions

The following definitions shall apply; Define all abbreviations that you see relevant. Arrange them in alphabetical order. Please note the numbering, the font and what has been put in bold.

**3.1.1 Definition 1** – put the definition here

**3.1.2 Definition 2** – put the definition here

**3.1.3 Process** - a set of interrelated or interacting activities that transform input.

### 3.2 Abbreviations

The following abbreviations shall apply; Identify acronyms, abbreviations, and all phrases that aren't in common parlance. Arrange them in alphabetical order. Please note the numbering, the font and what has been put in bold.

**3.2.1 BW** – Botswana

**3.2.2 MRA**– Medicines Regulatory Authority

### 4 Method

Define step by step sequence for performing an operation related to this document. You may have a flowchart if you want. You may break the steps into different subheadings.

### 5 Responsibility and Authority

Briefly state task delegation – who is responsible for what in relation to the tasks associated with this document.

### 6 Records

State all records to be generated from the use of this procedure. Include also the unique identifications of the records e.g.

Evaluation report – BOMRA-XX-YY-P0Z-F01

### 7 References