



**MasterControl, Inc.:**  
**Policy and Procedure Template**

**Pg. 1 of 3**

**Doc Number: MD-SOP-0040**  
**Portrait/Landscape**

**Rev: 02**

**Release**  
**Date:8 AUG 2022**

## **POLICY AND PROCEDURE TEMPLATE**

The purpose of this document is to test display of repeating values in info card on print overlay.

**\*\*This document has been electronically signed\*\***



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**Pg. 2 of 3**

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**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

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	<b>MasterControl, Inc.:</b> <b>Policy and Procedure Template</b>		Pg. 3 of 3
	<b>Doc Number: MD-SOP-0040</b> <b>Portrait/Landscape</b>	<b>Rev: 02</b>	<b>Release</b> <b>Date:8 AUG 2022</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.*

02 - R MD-SOP-0040 :DI HCLTB test SITE:

Signature Manifest

Document Number: MD-SOP-0040

Revision: 02

Title: Test DOC 3

Effective Date: 06 Sep 2022

All dates and times are in Mountain Time Zone.

Test DOC 3

Step 1

Name/Signature	Title	Date	Meaning/Reason
Aniket Raje (ARAJE)		06 Sep 2022, 06:31:50 AM	Complete

Step 2

Name/Signature	Title	Date	Meaning/Reason
Aniket Raje (ARAJE)		06 Sep 2022, 06:32:24 AM	Approved

reason1001

\*\*This document has been electronically signed\*\*