MD-SOP-0036



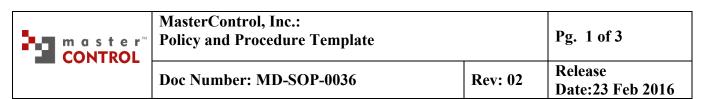
6350 South 3000 East Salt Lake City, Utah 84121

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POLICY AND PROCEDURE TEMPLATE

APPROVALS

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REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH		RELEASED
D Ade	Initial Release	01	See MasterControl

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MasterControl, Inc.: Policy and Procedure Template		Pg. 2 of 3
Doc Number: MD-SOP-0036	Rev: 02	Release Date:23 Feb 2016

Table of Contents

1.	PURPOSE	3
2.	SCOPE	3
3.	DEFINITIONS	3
	RESPONSIBILITIES	
5.	PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)	3
	5.1 Process Flow	3 3
6.	APPLICABLE REFERENCES	

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	Doc Number: MD-SOP-0036	Rev: 02	Release Date:23 Feb 2016

PURPOSE 1.

Briefly describe the reasoning or purpose of the document.

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.

DEFINITIONS 3.

- Word Definition
- Word Definition

RESPONSIBILITIES 4.

Responsible Party – Describe the responsible party responsibilities

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".

- Procedure/Policy/Work Instruction (remove title that does not apply) 5.2
 - Overview
 - 5.2.2 **Details**

APPLICABLE REFERENCES

List of applicable reference documents.

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Signature Manifest

Document Number: MD-SOP-0036 Revision: 02

Title: Annual Conference Attendance Policy

All dates and times are in Mountain Time Zone.

SOP Approval

Collaboration

Name/Signature	Title	Date	Meaning/Reason
Paul Sanderson (PSANDERSON)		
Dallas Volk (DVOLK)			
Sarah Christensen (SCHRISTENSEN)			
Mark Sloan (MSLOAN)			
Rob Carpenter (RCARPENTER)			
Matt Smith (MATT)		23 Oct 2017, 01:14:58 PM	Complete

Approval

Name/Signature	Title	Date	Meaning/Reason
Matt Smith (MATT)		23 Oct 2017. 01:16:44 PM	Approved

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