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

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	Doc Number: MD-SOP-0024	Rev: 01	Release Date:26 Mar 2015

# POLICY AND PROCEDURE TEMPLATE

### **APPROVALS**

All approvals are maintained and controlled in the MasterControl<sup>TM</sup> system. Please refer to the MasterControl<sup>TM</sup> system for the current controlled revision and approval records.

### **REVISION HISTORY**

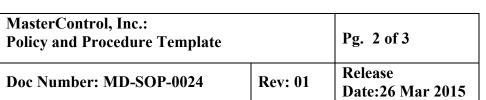
AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
D Ade	Initial Release	01	See MasterControl

Draft and Archived/Obsolete revisions are not to be used.
Access MasterControl<sup>TM</sup> system to verify revision.

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#### 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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