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Document Number:

Title:

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Document Information:

Revision:

Vault:

Type:

Status:

Date Information:

Effective Date:

Next Review Date:

Release Date:

Expiration Date:

Control Information:

Author:

Previous Number:

Owner:

Change Number:


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MD-SOP-0021 R-02

	MasterControl, Inc.: Policy and Procedure Template		Pg. 1 of 3
	Doc Number: MD-SOP-0021	Rev: 02	Release Date: 23 Feb 2016

POLICY AND PROCEDURE TEMPLATE

APPROVALS

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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

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MD-SOP-0021 R-02

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	MasterControl, Inc.: Policy and Procedure Template		Pg. 2 of 3
	Doc Number: MD-SOP-0021	Rev: 02	Release Date:23 Feb 2016

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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	MasterControl, Inc.: Policy and Procedure Template		Pg. 3 of 3
	Doc Number: MD-SOP-0021	Rev: 02	Release Date: 23 Feb 2016

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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Signature Manifest

Document Number: MD-SOP-0021 Revision: 02
Title: Avid SOP

All dates and times are in Mountain Time Zone.

SOP Approval

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