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Doc Number: MD-SOP-0028	Rev: 01	Release Date:28 Feb 2015

POLICY AND PROCEDURE TEMPLATE

APPROVALS

All approvals are maintained and controlled in the MasterControl $^{\text{TM}}$ system. Please refer to the MasterControl $^{\text{TM}}$ 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 MasterControlTM system to verify revision.

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Rev: 01

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Release

5.2.2 **Details**

APPLICABLE REFERENCES

List of applicable reference documents.

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

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