

6350 South 3000 East Salt Lake City, Utah 84121

Document Number:	
Title:	
Notes:	
Document Information:	
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All dates and times are in



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Doc Number: MD-SOP-0037	Rev: 02	Release Date:14 Sep 2022

## 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.



MasterControl, Inc.:
<b>Policy and Procedure Template</b>

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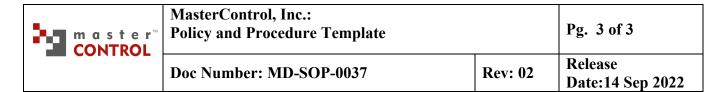
**Doc Number: MD-SOP-0037** 

**Rev: 02** 

Release Date:14 Sep 2022

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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.

•

## **Signature Manifest**

**Document Number:** MD-SOP-0037 **Revision:** 02

**Title:** Lookback Procedure **Effective Date:** 14 Sep 2022

All dates and times are in Mountain Time Zone.

### **Lookback Procedure**

### Step 1

Name/Signature	Title	Date	Meaning/Reason
Sonali Shelar (SSHELAR)		14 Sep 2022, 06:23:51 AM	Complete

## Step 2

Name/Signature	Title	Date	Meaning/Reason
Sonali Shelar (SSHELAR)		14 Sep 2022, 06:24:30 AM	Approved