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|---|---|----------------|--|
|  | <b>MasterControl, Inc.:</b><br><b>Policy and Procedure Template</b> |                | <b>Pg. 1 of 3</b>                          |
|   | <b>Doc Number: MD-SOP-0020</b>                                      | <b>Rev: 01</b> | <b>Release</b><br><b>Date: 22 Feb 2015</b> |

## POLICY AND PROCEDURE TEMPLATE

### APPROVALS

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

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

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|---|---|----------------|---|
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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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