MD-SOP-0018

BATCH ID:

# \* Master Control

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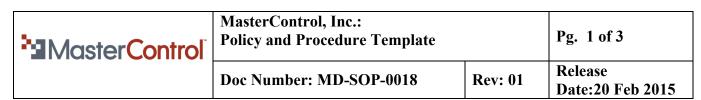
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Title:		
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Document Information:		
Revision:	Vault:	
Туре:	Status:	
Date Information:		
Effective Date:	Next Review Date:	
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#### POLICY AND PROCEDURE TEMPLATE

#### **APPROVALS**

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#### 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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* Master Control	MasterControl, Inc.: Policy and Procedure Template		Pg. 2 of 3
	Doc Number: MD-SOP-0018	Rev: 01	Release Date:20 Feb 2015

### Table of Contents

1.	PURPOSE	3
2.	SCOPE	3
3.	DEFINITIONS	3
	RESPONSIBILITIES	
	PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)	
•	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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* Master Control	MasterControl, Inc.: Policy and Procedure Template		Pg. 3 of 3
	Doc Number: MD-SOP-0018	Rev: 01	Release Date:20 Feb 2015

#### 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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