



**MasterControl, Inc.:**  
**Policy and Procedure Template**

**Pg. 1 of 3**

**Doc Number: MD-SOP-0040**  
**Portrait/Landscape**

**Rev: 02**

**Release**  
**Date:8 AUG 2022**

## **POLICY AND PROCEDURE TEMPLATE**

The purpose of this document is to test display of repeating values in info card on print overlay.

**\*\*This document has been electronically signed\*\***



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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.*

02 - R MD-SOP-0040 : DI HCLTB test-0040 SITE:

reason1001

Signature Manifest

Document Number: MD-SOP-0040

Title: Test DOC 3

Effective Date: 06 Sep 2022

Revision: 02

All dates and times are in Mountain Time Zone.

Test DOC 3

Step 1

| Name/Signature      | Title | Date                     | Meaning/Reason |
|---------------------|-------|--------------------------|----------------|
| Aniket Raje (ARAJE) |       | 06 Sep 2022, 06:31:50 AM | Complete       |

Step 2

| Name/Signature      | Title | Date                     | Meaning/Reason |
|---------------------|-------|--------------------------|----------------|
| Aniket Raje (ARAJE) |       | 06 Sep 2022, 06:32:24 AM | Approved       |

\*\*This document has been electronically signed\*\*