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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

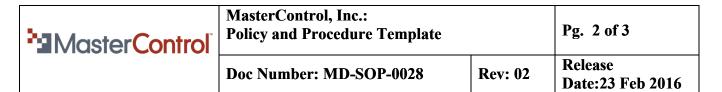
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	Doc Number: MD-SOP-0028	Rev: 02	Release Date:23 Feb 2016

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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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Document Number: MD-SOP-0028 Revision: 02

Title: Bleach Handling

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## **SOP Approval**

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Date

Meaning/Reason

Meaning/Reason

Meaning/Reason

## **Approval**

Name/Signature	Title	Date	Meaning/Reason
Matt Smith (MATT)		23 Oct 2017, 01:16:44 PM	Approved

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BATCH