

MasterControl, Inc.: Policy and Procedure Template		Pg. 1 of 3
Doc Number: MD-SOP-0028	Rev: 01	Release Date:28 Feb 2015

## POLICY AND PROCEDURE TEMPLATE

#### **APPROVALS**

All approvals are maintained and controlled in the MasterControl  $^{\text{TM}}$  system. Please refer to the MasterControl  $^{\text{TM}}$  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.

Copyright MasterControl. All rights reserved. May not be reproduced without permission. All hard copies should be checked against the current electronic version within MasterControl™ prior to use and destroyed promptly thereafter. All hard copies are considered Uncontrolled documents.

Printed By: Nupura Deshmukh Printed Date & Time: 2022-12-22T04:41:39.962Z



MasterControl, Inc.: Policy and Procedure Template		Pg. 2 of 3
Doc Number: MD-SOP-0028	Rev: 01	Release Date: 28 Feb 2015

# **Table of Contents**

1.	PURPOSE	3
2.	SCOPE	3
3.	DEFINITIONS	3
4.	RESPONSIBILITIES	3
5.	PROCEDURE/POLICY/WORK INSTRUCTION (REMOVE TITLE THAT DOES NOT APPLY)	3
	5.1 PROCESS FLOW	3
6.	APPLICABLE REFERENCES	3

Copyright MasterControl. All rights reserved. May not be reproduced without permission. All hard copies should be checked against the current electronic version within MasterControl™ prior to use and destroyed promptly thereafter. All hard copies are considered Uncontrolled documents.

Printed By: Nupura Deshmukh Printed Date & Time: 2022-12-22T04:41:39.962Z

* Master Control	MasterControl, Inc.: Policy and Procedure Template		Pg. 3 of 3
	Doc Number: MD-SOP-0028	Rev: 01	Release Date:28 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.

•

Copyright MasterControl. All rights reserved. May not be reproduced without permission. All hard copies should be checked against the current electronic version within MasterControl™ prior to use and destroyed promptly thereafter. All hard copies are considered Uncontrolled documents.

Printed By: Nupura Deshmukh Printed Date & Time: 2022-12-22T04:41:39.962Z